1985-1986

Student Handbook

LAKE FOREST COLLEGE

"These contents may be useful to your well being, read at all costs."

LAKE FOREST COLLEGE
1985-86 COLLEGE CALENDAR

FALL TERM '85

August	26	New Students Arrive
August	27-28	Registration
August	29	Classes Begin
September	2	Labor Day (Classes Held)
September	11	Last day for permissible change of registration
September	11	Last day to register for credit/D/fail option
October	19-22	Mid-term break
October	23	Last day for approved withdrawal from a course with an automatic "W".
October	25	Mid-term grade report due
November	28	Thanksgiving (no classes)
November	29	No classes
December	10	Last day of class
December	11-12	Reading days
December	13-14	Final Exams
December	15	Reading day
December	16-18	Final Exams
December	20	Final Grades Due
December 19- January	13	Winter Recess*

SPRING TERM '86

Jan. 12	New Students Arrive
Jan. 13	Registration
Jan. 14	Classes Begin for first 7-1/2 week session and 15 week session.
Jan. 20	Last day for permissible change of registration, and last day to register for credit/D/fail option in first 7-1/2 week session.
Jan. 27	Last day for permissible change of registration, and last day to register for credit/D/fail option in 15 week session
Feb. 10	Last day for approved withdrawal from a course, with an automatic "W", in first 7-1/2 week session.
Mar. 3	Classes end for first 7-1/2 week session
Mar. 4-5	Final Exams, first 7-1/2 week session
Mar. 8-16	Mid-Term Vacation**
Mar. 17	Classes begin for second 7-1/2 week session
Mar. 17	Classes resume for 15 week session
Mar. 17	Last day for approved withdrawal from a course with an automatic "W", in 15 week session.
Mar. 19	Mid-term grade report due.
Mar. 21	Last day for permissible change of registration, and last day to register for credit/D/fail option in second 7-1/2 week session.
Apr. 11	Last day for approved withdrawal from a course, with an automatic "W", for second 7-1/2 week session.
Apr. 28	Classes End, 15 week session.
Apr.29-May 1	Reading Days, 15 week courses
May 1	Classes End, second 7 1/2 week session
May 2-7	Final Exams (including Saturday, May 3).
May 8	Senior Final Grades Due
May 10	Commencement
May 12	Underclassmen's Grades Due

*Residence halls and food services are closed.

**Residence halls open/food services are closed.

LAKE FOREST COLLEGE

1985-86 STUDENT HANDBOOK

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SECTION I

ACADEMIC RIGHTS AND REGULATIONS

SECTION I

ACADEMIC RIGHTS AND REGULATIONS

ACADEMIC ADVISING

Each new student is assigned a faculty advisor to assist with program planning, course selection, career choices, academic difficulties and personal problems. A freshman student will keep this advisor at least for the duration of the freshman year, usually even for the first two years. When the student decides on a major field of study, the advisor should be someone in that field or discipline. A transfer student will usually be assigned a faculty advisor from the discipline in which the student has expressed an interest. If a student plans to major in two fields, two advisors will be assigned to that student.

During course registration, each student is required to meet with the faculty advisor. At the time of pre-registration, a detailed schedule of classes for the coming year is to be completed in consultation with the advisor. All registration forms must be validated with the advisor's signature.

ACADEMIC PROBATION AND DISMISSAL

The academic progress of every student is reviewed by the faculty and/or by the Dean of Faculty at the end of each term, and a student who is not making satisfactory progress toward his or her degree will be dismissed from the College.

A student who fails two course credits in a given academic year is automatically placed on probation. During the period of academic probation, which is determined by the Dean of the Faculty, the student must carry a full course load, unless specifically excused by the Dean, and must complete successfully all his or her courses. A student on probation may not fail any courses or academic dismissal will ensue.

A student who fails three course credits in a given academic year is subject to dismissal, and is not eligible for readmission for at least six months, although the College reserves the right to dismiss permanently, at any time, a student whose academic standing is unsatisfactory. A second academic dismissal makes a student ineligible for readmission.

Probationary status and academic dismissal are noted on the student's transcript, and parents of dependent students are notified of such actions. Any exceptions to the above rules, because of unusual circumstances, must be approved by the Academic Appeals Board.

Dismissal or suspension from the College may also be mandated under conditions set forth under the judicial process.

ACADEMIC HONESTY RULES AND PROCEDURES

Lake Forest College is committed to high standards of academic honesty. Such standards are central to the process of intellectual inquiry, the development of individual character, and the maintenance of a civilized community. The integrity of academic life depends upon cooperation among students, faculty, and administrators.

Responsibilities of Students

1. No student shall engage in plagiarism by copying, closely paraphrasing, or in any way using someone else's work without explicit acknowledgement of author and source.
   Students are responsible for knowing what constitutes plagiarism. A handout explaining plagiarism is available at the reference desk of Donnelley Library.
2. Students are not permitted to submit the same paper for credit in more than one course, unless all instructors involved grant their prior consent in writing.
3. No student shall procure in an unauthorized manner the questions or answers of any examination to be given at a subsequent time, or employ unauthorized aids while taking an examination.
4. No student shall aid another in violating the policy of academic honesty.
5. Students should cooperate with all members of the community in maintaining high standards of academic integrity.

Responsibility of Faculty and Staff

1. Faculty and staff shall exercise caution in the preparation, duplication, and security of examinations.
2. No test may be given prior to its originally designated time. The Dean of Faculty may grant exception to this rule at the request of the faculty member.
3. Faculty shall take reasonable steps consistent with the physical conditions of the classroom to reduce the possibility of cheating on examinations.
4. Classroom tests must be proctored with diligence.
5. An instructor who returns a final examination to students must send a copy of the examination to the library, which must retain it for three years and make it accessible to students.

The Academic Honesty Judicial Board

1. Composition:

   a. Three faculty members, one from each division, appointed by FPPC, and an alternate chosen from any division, for staggered two-year terms.
   b. Three student members and an alternate, appointed by the Student Government's Executive Committee subject to appproval by the Dean of Faculty for terms of one academic year beginning with the fall term. These students must never have been found in violation of college rules by either the conduct Board or the Academic Honesty Judicial Board.
   c. A Chairperson, appointed by the Dean of Faculty. All but the Chairperson can vote.

2. Procedure:

   When a student admits violating the policy of academic honesty:

   a. The faculty member shall secure a written statement from the student acknowledging the violation.
   b. The faculty member shall submit this statement to the Board along with a recommendation for a penalty.
   c. The Board shall determine the nature of the violation and impose a penalty. If the Board does not accept the penalty recommended by the faculty member, it must permit the faculty member to be heard in support of his or her recommendation.

   When a student denies violating the policy of academic honesty:

   a. The faculty member shall submit to the Chairperson of the Board the student's name together with a written description of the alleged violation. A copy of the description must be sent to the student by the Chairperson.
   b. The Board shall hold a hearing, to which the Chairperson, upon consultation with the faculty member and the student, may summon a reasonable number of relevant witnesses.
   c. The student shall have the right to be assisted at the hearing by a counselor drawn from the college community.
   d. If the Board finds that the student violated the policy of academic honesty, it shall impose the appropriate penalty. Such a finding shall require a minimum of four votes.

When a case arises between semesters or during summer session, it ordinarily will be deferred for consideration by the Board until the following semester. However, the student involved may elect to leave determination to an ad hoc board constituted by the Dean of Faculty. The Board will be drawn, insofar as is possible, from the regular Academic Honesty Judicial Board and will consist of three faculty members and three students.

3. Penalties:

   First offense--for a student in a course, failure of the examination, project, or course. The failing grade cannot be raised by additional work. For a student not in the same course, to be determined by the Board.
   Second offense--suspension from the College for a period of time to be determined by the Board. The President must approve this action.
   Third offense--expulsion from the College. The President must approve this action.

In exceptional cases the Board may impose a lesser penalty.

ACADEMIC EVALUATION AND APPEAL PROCEDURE

Students are responsible for maintaining standards of academic performance established by their professors, but they shall have protection against prejudiced or capricious academic evaluation.

Students shall be informed at the beginning of the course of the evaluative criteria which are to be used for that course.

When a student feels that his/her final grade in a course has been prejudiced or capricious, and he/she has been unable to resolve the matter through interaction with the faculty member involved, the student may call the matter to the attention of the departmental chairperson. The student must contact the chairperson within two calendar weeks following the beginning of classes in the term following that in which the alleged injustice took place. After the student has filled out an appropriate form specifying the details of the alleged injustice, the chairperson will appoint a committee of the instructor's colleagues to meet with the student and the instructor and hear evidence concerning the alleged injustice. Whenever possible, the committee will consist of three members of the instructor's department. When the department is too small to permit this procedure, the committee may be composed of two colleagues instead of three. When the departmental chairperson is the instructor accused of the alleged injustice, the student may contact another senior member of the department, who will appoint a review committee.

Any student requesting a review is responsible for presenting for review all tests, papers, etc., which enter into a grade and which have been returned to him. Instructors will have to keep on file, for at least a term following that in which a course is offered, all tests, papers, etc., which enter into a grade and which have not been returned to students.

After hearing all available evidence in a particular case, the members of the review committee should meet with the instructor, the student not being present, and state their opinions concerning the matter. If there is unanimous agreement among the committee members that a grade should be changed, the instructor is obligated to change the grade accordingly. In the absence of such unanimous agreement, the grade decision rests solely with the instructor.

This policy was approved by the faculty on June 3, 1977 (with editorial revisions July 18, 1977).

ACADEMIC PROGRESS AND STANDING

Normally a student is expected to fulfill graduation requirements in four years. A student will be classified as a sophomore if he or she has completed seven courses, as a junior if he or she has completed fifteen courses, and as a senior if he or she has completed twenty-four courses.

ADVANCED PLACEMENT (See College Bulletin)

ASSOCIATED COLLEGES OF THE MIDWEST (ACM) COOPERATIVE PROGRAMS

Lake Forest College is a member of the ACM, Associated Colleges of the Midwest. Other participating colleges include: Beloit, Carleton, Coe, Colorado College, Cornell, Grinnell, Knox, Lawrence, Macalester, Monmouth, Ripon, and St. Olaf. The ACM sponsors a wide variety of off-campus programs. Inquiries may be addressed to the individual program advisors or the Office of Off-Campus Programs. See College Bulletin for details regarding application procedures and deadline, as well as for a description of each program.

The ACM programs and the advisors for each are:

The Arts of London and Florence	A. Mitchell
East Asian Studies (Japan & Chinese)	C.A. Miller
India Studies	C. Louch
Latin American Programs	J. Kurtz
Urban Studies in Chicago	A. Eskilson
Urban Education	M. Tierno or J. Massey
Wilderness Field Station	K. Weik
Geology in the Rocky Mountains	W. Martin
Oak Ridge Science Semester	
Natural Science advisor	W. Martin
Social Science advisor	W. Martin
Newberry Library Program	R. Greenfield
Yugoslavia	C. Gayle
Tropical Field Research (Costa Rica)	J. Kurtz

CALENDAR

Course work at Lake Forest College is scheduled into a calendar of two 15-week semesters, running late August to late December, and mid-January into May. Students normally take four course credits a semester (i.e. equivalent of 16 semester hours). All courses run for 15 weeks, with the exception of a selection of spring term courses which run 7 1/2 weeks and are offered in each of two consecutive short terms, January to March, and March to May.

Students may take various combinations of 15- and 7-1/2 week courses. (See COURSE LOAD.) This arrangement offers great flexibility in that it enables upperclassmen to pursue intensive off-campus experiences during either of the 7-1/2 week terms in the spring, and to spend the other term on campus enrolled in regular courses. The off-campus experience may include a full-time internship, the ACM Humanities Seminar Program in Chicago, or travel to participate in the College's Program in Greece. In this way students can enjoy a valuable off-campus experience for college credit without sacrificing a whole semester or a summer in the process.

A 7-week summer session, normally scheduled from mid-June to late July, offers a number of basic and special courses taught by the regular faculty of the College. Students may take a maximum of two courses.

CLASS ATTENDANCE

Because classroom activities are intended to assist students in the learning experience, it is expected that students will attend class sessions.

COOPERATION WITH BARAT COLLEGE

Lake Forest College joins with nearby Barat College in offering certain programs jointly, and in coordinating offerings in some academic departments. Both colleges are on the semester system, which facilitates cross-scheduling. A student at Lake Forest may, upon approval of his or her advisor, register for up to four semester hours in a given semester at Barat College, for which full Lake Forest credit will be granted. Such registrations are made at the Office of the Registrar of Lake Forest at the usual time of registration.

Lake Forest students travel to Barat, one mile away, primarily for specialized coursework in creative arts -- dance, ceramics, painting -- and women's studies. Barat students register at Lake Forest primarily in the sciences -- biology, chemistry, physics.

Course work at Barat College for which a full-time student registers will be considered as part of the total Lake Forest College course load and will be billed in accordance with the statements under College Expenses and Special Charges. (See College Bulletin)

COURSE CHANGES AND COURSE WITHDRAWALS

In order to change from one course to another after registration, a student must file a Change of Registration form. If this is not done, failure in the course will be recorded.

Withdrawal from a course:

a. Load Reduction From 4 1/2 or More to No Fewer than 3 Courses
Since the normal course load is defined under the semester system as from 4 1/2 to 3 courses, students may, if circumstances require and the academic advisor approves of the withdrawal in writing, adjust from 4 1/2 courses (or more if the student has previously registered for an overload) to as few as 3 courses, with the following consequences:

i. Within the first two weeks of a 15-week course or the first week of a 7 1/2-week course, the withdrawal will be regarded only as a permissible change of registration. Only the courses in which the student remains registered will appear on the transcript.
ii. In a 15-week course, after the end of the second week but before the end of the eighth week, or in a 7 1/2 week course, after the end of the first week but before the end of the fourth week, withdrawal of this type will result in a W on the transcript (unless medical withdrawal is authorized - see below).
iii. After the end of the eighth week of a 15-week course or of the fourth week of a 7 1/2-week course, withdrawal will result in either a W or WF depending on the instructor's evaluation of the student's progress. No student may withdraw from a course after the last day of classes (i.e., during the exam week).

All such withdrawals, although falling within the normal load range, will be reviewed as a matter of course by the Dean of the Faculty before being processed. There are no refunds for reductions within the normal course load. Failure to withdraw officially from any course (including physical education) in which a student is officially registered will result in the recording of a failing grade in that course.

b. Reduction of Load to Fewer than 3 Courses
A full-time student will not normally be permitted to reduce his or her course load to fewer than 3 course credits in any one semester.

c. Medical Withdrawal
If a student is advised by his or her attending off-campus physician or other appropriate off-campus health care professional to withdraw from one or more courses (but not from the College) after the first two weeks of the semester, or after the first week of a 7 1/2-week course, the student may apply to the Dean of the Faculty for Medical Withdrawal from the relevant course(s).

Applications of this type must be made in writing to the Dean of the Faculty and must be accompanied by a signed statement from the attending off-campus health care professional. After application has been made, students may, at the Dean of the Faculty's discretion, receive a grade of MW instead of W or WF. The student may fall behind one course and may, therefore, have to take an overload or a summer school course in order to graduate on schedule.

d. Medical Withdrawal from the College
If a student is advised by his or her attending off-campus physician or other appropriate off-campus health care professional to withdraw from all classes, the student may apply to the Dean of Students for Medical Withdrawal from the College.

Applications of this type must be made in writing to the Dean of Students and must be accompanied by a signed statement from the attending off-campus health care professional. After application has been made, students may, at the Dean of Student's discretion, receive grades of MW instead of W or WF.

Exceptions to the above may occur if a student has been brought before the Academic Honesty Judicial Board. The student may withdraw from a course in which a charge of violating the academic honesty policy has occurred.

However, if the Board determines that a violation has occurred, any penalty imposed will take precedence over the withdrawal. In other words, if the Board imposes a penalty of failure in the course, the recorded grade will be F, rather than W or WF, regardless of when in the semester the withdrawal takes place.

For course changes which do not fall within the normal full-time student range of 3-4 1/2 course credits, please see information sheet regarding additional charges and/or refunds in the Business Office.

COURSE LOAD, CREDITS, AND FULL TIME STATUS

A normal course load is four (4) course credits per semester, but a student may choose to take any load between three (3) and four-and-one-half (4 1/2) course credits. An overload is anything in excess of 4 1/2 credits in a given semester. With the permission of the advisor, a student may register for an overload if the total is not greater than five (5) course credits in any semester. In the spring semester the majority of students will enroll in 15-week courses. For those students taking advantage of our internship and off-campus programs, however, an adequate number and variety of 7 1/2-week courses are offered. Sufficient space will be reserved in these classes to accommodate our interns and off-campus participants in the spring term, after which other students will be permitted to register for them also. Combinations of 15-week and 7 1/2-week courses may be taken, but no more than two 7 1/2 week courses may be taken at one time, no more than 3 credits in 15-week courses may be taken at the same time as one 7 1/2-week course, and no more than one credit in a 15-week course may be taken at the same time as two 7 1/2-week courses.

A student has full-time status if he or she is registered for at least a three-course load (12 semester hours) per semester. Those courses in education which are required for certification but which are not credited toward a degree, and private music lessons or choir for credit, may be added to the normal course load. Students are to consult the Registrar regarding private music lessons and choir for credit for complete information.

In the fall of each year, students register for a full course load for the entire year, unless they are seniors needing less than a full course load to graduate on time.

CREDIT BY EXAMINATION (See College Bulletin)

CREDIT FOR SUMMER WORK ELSEWHERE

A student who plans to attend a summer session at a college other than Lake Forest must obtain prior approval for the program of study. Transfer credits may not be accepted for a student who fails to obtain approval. The student should report to the Registrar to obtain the necessary form. Lake Forest College does not grant transfer credit from community colleges to LFC students in their junior and senior years.

DEAN'S LIST

The Dean's List recognizes students who have achieved distinguished academic records. It is compiled at the end of each academic year. Only Lake Forest College course credits are counted. To be selected for this honor, a student must have received during the year at least six graded course credits, the student must have received no more than two credits on the Credit-D-Fail option, and the student must have attained a grade point average during the year of at least 3.60.

DOUBLE MAJOR

Students declaring a double major must complete course requirements in both major fields. Courses which may be counted for one major or another, such as Biology 301 or Chemistry 300 (Biochemistry), may be counted for both majors in a double major upon petition and approval of the department heads of each field.

EXAMINATIONS

No test may be given prior to its originally designated time. The Dean of Faculty may grant exception to this rule at the request of the faculty member.

In lieu of a final examination in a course, term papers may be assigned, but in such cases the students are entitled to have until the end of the scheduled time for the examination in a course to submit their term papers.

Examination papers, particularly final examination papers and term papers, if not returned immediately to students, are to be kept at least for one term before they are destroyed so as to be available for examination by students. It is understood that papers from the spring term will be kept through the fall term.

FOREIGN LANGUAGE PLACEMENT

Students interested in continuing a language started in secondary school will be placed in the appropriate level courses on the basis of interviews with the Foreign Language Department faculty. Subsequent placement tests may be required of some students. As a guide, students generally may assume that each year of secondary school study of a language should qualify them to by-pass one term of the study of that language. If the appropriate level course is not available during the fall term, it will be offered during the spring term.

FREEDOM OF EXPRESSION

The professor in the classroom and in conference shall encourage free discussion, inquiry, and expression. Students shall be evaluated solely on the basis of their academic performance, not on their opinions or conduct in matters unrelated to academic standards.

GRADES

The College employs an A, B, C, D, F grading system. The A grade is awarded for work of clearly outstanding quality. The B indicates "superior," C "satisfactory," D "marginal." Courses in which a student receives a D grade normally count toward graduation; however, no more than 20 percent of a student's Lake Forest College credits counting toward graduation may be D grades, and the departments may require a grade of C or better in courses prerequisite to more advanced work. A course for which the D grade is received may be repeated for the purpose of improving the grade, but not for additional credit. F indicates failure. Repetition of a course will not remove the original grade, but both grades will be recorded.

With the approval of their advisor, students may choose for each course the option of receiving a notation on the transcript of "credit" to indicate a grade of C or better. With this option, grades of D, F, W, and WF would be recorded on the transcript as usual. Application for this option and for changing back to letter grades must be made before the end of the first two weeks of the semester, or before the end of the first week of classes during 7 1/2 A or B.

Grade reports for failing, barely passing, or incomplete work are issued for all freshman students at midterm. Final grade reports are sent to students at the close of each term.

Incompletes: A student who is prevented by illness from completing the requirements of a course may, on the initiative of the instructor, receive a grade of I (incomplete). The student must complete the appropriate assignments and deliver them to the instructor no later than the end of the first week of classes of the spring semester, if the I was received at the end of the fall semester, and no later than one calendar week after the close of the spring semester final exams, if the I was received in the spring semester. Instructors are required to turn in the revised grade to the Registrar by the tenth day of the grace period. Extensions of the deadlines require the special permission of the Dean of the Faculty. If the Registrar does not receive a revised grade by the appropriate deadline, a grade of F will be recorded in place of the I.

X Grades are awarded at the initiative of the instructor, when a student who has been doing passing work or better in a course unexpectedly fails in a final assignment. The student has the same amount of time to redo the assignment, or its equivalent, as for an Incomplete, but the revised grade cannot be higher than a D.

X Warning Grades are given at the mid-term when a freshman student is barely passing a course.

GRADUATION WITH HONORS

Graduation with Honors at Lake Forest College may be achieved in two categories, the grade point average (GPA) and/or the student's major field.

1.

(a) The category for general honors at graduation will consist of summa cum laude for GPA's from 3.9 to 4.0, magna cum laude for GPA's from 3.7 up to 3.9, and cum laude for GPA's from 3.4 up to 3.7.

(b) To achieve honors in a given category a student must have a transcript which satisfies ALL of the following conditions:

(1) at least 14 Lake Forest College courses taken with the full range of letter grades (A, B, C, D, F, but not CR);

(2) a Lake Forest College GPA equal to or exceeding the minimum designated above for the given category;

(3) a total GPA (LFC and transfer courses taken together) which also equals or exceeds the above minimum for the given category.

(c) For the purpose of calculating GPA's, the following guidelines will be used:

(1) ACM Program credit will count as LFC course credit. Barat course credit will be counted as transfer credit.

(2) GPA's will not be rounded off (for instance, a 3.898 GPA will not be in the summa cum laude category). Total GPA's will be calculated by using letter grades only, dropping any + or - present in transfer grades. Transfer grades from colleges with different grading systems will be dealt with on a case-by-case basis by the Dean of the Faculty in consultation with the Registrar. Difficult cases will be brought to the Academic Policies Committee.

(3) Grades of all transfer courses acceptable by Lake Forest College for transfer credit will be used in computing total GPA's. The transfer GPA will be combined with the LFC GPA as a weighted average.

2.

The category for specific honors at graduation in the student's major department or interdisciplinary major is based on two criteria: (1) a demonstration of the student's mastery of the subject material, and (2) a demonstration of the student's ability to do creative work in an area. These two criteria are met as follows:

(1) A student must have a 3.5 grade point average (GPA) or above in all courses in the major taken at Lake Forest College. This is based on a 4.0 GPA or straight A's; a minimum of six courses must have been taken at Lake Forest College. (The grade point average is to be computed at the end of the term preceding graduation.)

or

A student can choose to take the senior major examination (written or oral); however, a student must have a 3.0 GPA in the department to take such an exam. This will be evaluated by the department.

(2) A student must be evaluated as having an outstanding senior thesis. In exceptional circumstances (when a senior thesis seems inappropriate), a well-documented senior research project or imaginative creative project brought to fruition in the senior year may be a substitute for the senior thesis. The request for such substitution must be initiated by the project director and requires the unanimous approval of the members of the department(s) involved. This work must be evaluated as excellent by a committee which is defined similarly to the senior thesis committee.

INDEPENDENT SCHOLAR PROGRAM

General Description

The Independent Scholar Program, established as "The College Scholar Program" in 1970, offers students the opportunity to play a major role in determining the nature and goals of their college education.

The program is open to students who have completed half the credits needed for graduation. Admission into the program is based on evidence that student applicants are capable of superior academic achievement, self-directed study, and completion of their formal study plan.

Students may formulate their study plan so as to incorporate one or more of the official majors at the College, or they may devise their own major. In either case, the benefit of the program to students is to provide them with greater range for independent study and self-determination in their college program.

While student innovation, flexibility, and independence are encouraged, the work of students in the program is measured against high standards and monitored by individual Independent Scholar advisors and by the Independent Scholar Committee. Graduation as an Independent Scholar requires completing a substantial and meritorious senior thesis or equivalent creative project in the senior year and passing an oral or written senior examination on the student's area of concentration.

Details follow concerning administration of the program, admission procedures, enactment of the study plan, withdrawal from the program, and the junior and senior evaluations.

Administration

1. Responsibility for overseeing the program as a whole rests with the Independent Scholar Committee, consisting of the Dean of the Faculty and three faculty members, one from each division, appointed by the President.

2. Particular duties of the Independent Scholar Committee include promulgating information about the program, admitting students, removing students, approving changes in study plans of the Independent Scholars, and carrying out other tasks mentioned in the following sections.

3. Much of the responsibility for overseeing the work of individual Independent Scholars rests with the Independent Scholar Study advisors who have agreed to work with them. Particular duties of the advisors include the following:

a. Help the prospective Independent Scholar devise a study plan.

b. Serve as liaison between the student, faculty members in the major department or area of concentration, other instructors, and the IS Committee.

c. Schedule regular study plan review conferences with the student and report to the IS Committee concerning any student who does not seem to be performing well.

d. Submit a brief report to the IS Committee at the end of the student's junior year, including an assessment of student performance and a recommendation concerning continuance in the program.

e. Assist the student in defining the senior project and securing appropriate faculty guidance.

f. Work with other appropriate faculty on the content and design of the senior examination, select an examination committee, and supervise the examination.

g. Submit a final report to the IS Committee at the end of the student's senior year, including an evaluation of the senior thesis or creative project, an assessment of how well the student performed in the program and the degree to which the student profited from participation in the program, and an evaluation of the senior examination signed by the examining committee.

Admissions Procedures

1. Admission into the Independent Scholar Program is based on a study plan, an evaluation by the student's prospective IS advisor of the academic merits of the plan and the probability of its completion, a letter of recommendation from one other faculty member of the student's choice with whom he/she has studied, and any other supporting materials the student or committee wishes to include. A clearly superior academic record, as indicated by the student's grades and letters of recommendation, is required for entrance into the program.

2. The study plan is prepared after consultation with the faculty member who agrees to be the student's IS advisor. The plan is a crucial sample of performance for purposes of judging admission into the program. It should include the following:

a. Name of special field, topic or theme of interest. This may or may not correspond to existing majors.

b. Description of intellectual goals and methods for achieving those goals, including how the Independent Scholar Program can facilitate that achievement.

c. Specific study schedule for the first year and a tentative one for completion of the program thereafter. The study schedule should indicate relevant courses, independent studies, internships, etc. The schedule should reflect both an integrated study program within the field of interest and, together with previous course work, the breadth that marks a liberal education.

d. Proposal for the method of evaluation of work done in the study schedule and credit value of courses and projects.

The next section suggests some of the options and requirements that the student and adviser might consider in formulating the study plan.

Enactment of the Study Plan

1. Independent Scholars are expected to confer regularly with their advisors. The advisor must approve the study schedule and any changes made in it. Major changes must be approved by the IS Committee.

2. Components of the study schedule might include any combination of existing courses, modification of existing courses, and independent studies and internships, without the normal restrictions. For modification of existing courses, the Independent Scholar must secure the approval of the instructor. For independent studies and internships, the credit value, duration, and method of evaluation will be negotiated by the Independent Scholar, the IS advisor, and the faculty members under whose direct guidance the IS intends to work. Credit value other than what is normal must be approved by the IS Committee. Whatever the composition of the study schedule, the Independent Scholar must complete the college-wide requirement of 32 course credits for graduation.

3. After securing the consent of the IS advisor, the supervisor(s), and the Dean of Faculty on the Independent Study form, the Independent Scholar may register for an independent study project simply by entering the appropriate information on the class registration form. Upon termination of the project, the IS will submit to the supervisor(s) a completed form designated "Report on Independent Study Project." A copy of the statement should be forwarded to the IS advisor.

4. Except for regular courses, instructors will be requested to submit to the IS advisor at the end of the semester a written evaluation of the Independent Scholar's performance.

5. An Independent Scholar may enroll in academic programs at other institutions as part of an official "Program Leave"; however, college policy regarding the maximum number of credits which may be accrued in this manner still applies.

6. Each Independent Scholar is required to carry out a senior project in the form of scholarly research or creative expression. This will take the form of a senior thesis or an equivalent creative project and will be evaluated in accordance with current policy. The senior thesis or creative project should represent competent scholarship or creative activity on the part of the student.

Withdrawal

Students may withdraw voluntarily from the program at any time. Students whom the IS Committee judges to fall short of the anticipated level of performance may be asked or required to withdraw at the end of a semester and resume a conventional program of study. In any case of withdrawal the IS Committee will request instructors to assign a letter grade for all work which has not thus been formally evaluated. Students who have left the program can be reinstated by the IS Committee only after a formal request has been endorsed by the IS advisor.

Junior Evaluation

At the end of the junior year each student will meet with the IS Committee to discuss the student's progress in the program originally outlined by the student and accepted by the IS Committee. If it is the judgement of the Committee that the student has not fulfilled the obligations and shows little promise of doing so, it may decide to drop the student from the program.

Senior Evaluation

1. At the end of the senior year an examination will provide Independent Scholars with an opportunity for articulating and synthesizing the work done under their study plan.

2. The content and design of the examination will be determined by the IS advisor working with faculty from the appropriate department or field of expertise. The examination may be written or oral.

3. The IS advisor will appoint a minimum of two members of the faculty to evaluate the examination. In the case of an oral examination or in cases where there is balanced disagreement over the evaluation of a written examination, the chairperson of the IS Committee will appoint an additional examiner.

4. Examiners sign an evaluative statement, which the IS advisor forwards to the IS Committee along with the advisor's evaluation of the senior thesis or creative project and the student's performance in and benefit from the program.

5. Independent Scholars who fulfill their study plan and pass the senior examination will be graduated as "Independent Scholars," with this fact recorded on their academic records. Independent Scholars who do not complete the senior thesis or who fail the senior examination will not be so designated, but they will not thereby be prevented from graduating. (The title of the major in these cases will be determined by the Dean of the Faculty, the IS Committee, and the IS advisor.) Independent Scholars may graduate with honors when they meet the college-wide requirements.

INDEPENDENT STUDY

Increasingly, independent study and research under the guidance and supervision of members of the faculty is sought by students as an avenue of investigating areas beyond the limits of the formalized course.

Qualified students may engage in independent study with the appropriate approval of the faculty. A student may take no more than a total of seven independent courses, tutorials, research projects, senior theses, creative projects, or off-campus activities such as internships.

In addition to registration with the Registrar, approved plans must be submitted to the Office of the Dean of the Faculty before the beginning of the term in which the study is to take place.

A student may undertake a research project, under the supervision of a faculty member, during the junior and senior years. The maximum projects allowed toward graduation is four: two per semester, but no more than three per year.

A Senior Thesis is original, scholarly research undertaken in the student's senior year, usually over more than one term. The research culminates in the presentation of a formal written dissertation, which is evaluated by a committee of faculty who also examine the student in person. Outstanding theses are awarded Thesis Honors at graduation. A senior thesis may be undertaken for up to three course credits, no more than two of which may be taken in the same semester. The category of research will include Senior Thesis programs.

A creative project is an independent course of work, under faculty supervision, in a creative medium such as painting, fiction, sculpture, poetry, photography, or music. No more than four such projects are allowed toward the degree and no more than one may be undertaken in a given academic year, except that Senior Projects in Studio Art may be approved for a maximum of two course credits. Creative projects may not be undertaken in the first term of the freshman year.

A student may take a tutorial (a directed reading project) under the supervision of a faculty member during any term after the first term of the freshman year, but no student may take more than four tutorials while at Lake Forest College, and no more than one per year.

An internship is an independent study which is pursued off campus in an established organization under the immediate supervision and partial evaluation of someone else outside the faculty. A student may earn a maximum of four course credits in internships, but no internship can be for more than two course credits. Internships and practicums are graded only on a Credit/D/Fail basis. Internships will be open to juniors and seniors; sophomores may be admitted to an internship only under special circumstances. (Guidelines are available in the Registrar's Office.)

OFF-CAMPUS PROGRAM APPLICATION PROCEDURES

Especially during the junior year students may live and study through one of the College's off-campus programs. These programs are limited to one academic term and are planned and directed by members of the Lake Forest College Faculty. Since the classes are a regular part of the academic schedule of the college, credit is given by Lake Forest. The college will offer three off-campus programs in 1985-86, provided that they have the requisite number of qualified students enrolled:

International Internship Program in Madrid (see College Bulletin)
Program in Greece (see College Bulletin)
Marine Biology (see College Bulletin)

(An International Internship Program in Paris will be available in 1986-87)

In addition, off-campus study is possible through the various ACM programs for which credit is given by Lake Forest College.

A student becomes a participant in one of the off-campus programs of Lake Forest College upon acceptance by the department or the supervisory committee appropriate to the particular program, with the concurrence of the Associate Dean of Faculty. Major considerations in determining admissibility to a program are:

> evidence of academic motivation and promise of adequate academic work; usually an average of B- or better; reason to believe that the student will benefit from the particular program; the applicant's major interest and the reasons given for wanting to join the program.

If the group of applicants is larger than the number who can be admitted, preference will be given to majors and to upperclassmen. Freshmen and last-term seniors are ineligible. (Exceptions must be approved by the Academic Appeals Board.)

Each applicant must present the following:

a. A completed application form, including parental signature,* and waiver*
b. A medical report*;

c. Letters of recommendation from members of the teaching faculty who are familiar with the academic work of the applicant;
d. A letter of reference from the Dean or Assistant Dean of Students.

All parts of the application listed above are due at the deadline. No applicant will be accepted into the program until all the conditions are met.

The deadline for the Program in Greece and the International Internship Program in Madrid is November 1.

Applications should be submitted in full before the due date. Completed applications will be evaluated as they come in beginning on May 1; decisions on late applications will thus be the last to be made. No additional applications will be considered after the deadline.

Students accepted into a Lake Forest College off-campus program may be required to confirm their acceptance by making a non-refundable deposit.

Cost of participating in a program includes:

Tuition at the regular Lake Forest College rate.
Travel to and from the location of the program.
In some cases, an excursion fee for field trips.
Lodging and meals.
Books and incidentals, including individual travel.

*The forms marked with an asterisk above may be obtained from the Office of the Registrar or the Associate Dean of Faculty.

There are many overseas programs to which students may apply individually. Students interested in study abroad should consult the Associate Dean of Faculty. See the Lake Forest College Bulletin. Students planning to study abroad in programs other than those offered by Lake Forest College or those ACM programs listed in the College Bulletin must submit a petition to the Academic Appeals Board to transfer academic credit to Lake Forest College and must complete a Leave of Absence form in the Dean of Students Office.

PRE-REGISTRATION AND ROOM DRAW CREDIT REQUIREMENT

Each spring returning students enrolled in the College who have established the appropriate account credit balance with the Business Office are eligible to pre-register for the next academic year. Pre-registration should be completed before the end of the spring term. Students who have pre-registered by this date will be given first priority in classes for the coming year. Thereafter, students must register in the fter all new students have registered.

The account credit is also required for students who wish to participate in spring room draw.

The account credit is not refundable if the student participates in pre-registration or room draw.

Deferment Voucher

A deferment voucher for $100 may be used toward establishing the pre-registration and room draw credit requirement (but not to establish eligibility for transcript service or leave of absence) by students whose parental contribution is $1000 or less as certified by the Director of Financial Aid. Deferment vouchers are available at the Financial Aid Office.

A deferment voucher which is not repaid by July 15 will result in the cancellation of the student's housing and pre-registration.

Penalties

NSF checks, stop-payment checks, or other means of payment used to establish the account credit which turn out to be faulty will result in cancellation of the student's housing and pre-registration.

Any pre-registration that is canceled will result in a $25 reinstatement fee being charged. It should be noted that this fee does not entitle the affected student to enroll in the courses previously scheduled, but rather to register for those courses available.

READMISSION

Students applying for readmission need to reapply formally through the Admissions Office, describing their activities while away from campus and the date that they hope to return. In the event of dismissal for academic reasons, students are not eligible for readmission for at least six calendar months. In cases of dismissal for disciplinary reasons, eligibility for readmission is stated at the time of dismissal. No readmission is given to persons dismissed twice for academic reasons.

RECORDS OF ACADEMIC WORK

The Registrar's Office maintains a permanent transcript for each student on which are recorded the courses in which the student has been registered, including grades, credits, etc.

REQUIREMENTS FOR GRADUATION

A total of thirty-two course credits is required for graduation. Of these at least eight, but not more than fifteen, must be taken in the student's major field. No student may take more than fifteen credits in any discipline. If a student chooses an interdisciplinary major in place of a departmental major, more than the minimum of eight may be required, but the upper limit of fifteen still applies with respect to the courses within one discipline. It is required that twelve of the last sixteen

credits be Lake Forest College credits and it is required that the last four credits, with the exception of credits earned during internships, be earned on campus. A grade of C or better must be earned in at least eighty percent of the Lake Forest course credits counting toward graduation. Exceptions to these rules can be granted only by the Academic Appeals Board.

The requirement that a grade of C or better be earned in eighty percent of the Lake Forest College credits counting toward graduation applies only to those courses taken in fall 1980 or later.

While no specific distribution of courses is required within the electives outside the major, students are urged to choose their courses carefully, keeping in mind that breadth of background as well as concentration in one field of interest, is an essential ingredient of a liberal arts education. Certain courses require proficiency in mathematics and/or foreign languages. All students are expected to have competence in the use of the English language and to exhibit it in all their oral and written work.

RETAKING COURSES

Repetition of a course will not remove the original grade, but rather both grades will be recorded. A course in which a passing grade was received may not be repeated for additional credit. However, students do earn academic credit when the first grade was failing and the second grade is passing. Permission to retake a course must be approved by the student's advisor.

The College does not attempt to evaluate coursework retaken elsewhere. The evaluation is left to other institutions which the student may attend.

SENIOR STUDENT THESIS AND SENIOR THESIS HONORS

With the approval of a thesis advisor, the student's faculty advisor, the chairperson of the department or interdisciplinary program in which the student is majoring, and the Dean of the Faculty, students in their senior year may write a thesis for up to three course credits, no more than two of which may be taken in the same semester.

As soon as the Dean of the Faculty approves a thesis proposal, he appoints a three-member thesis committee, at least one of whom must be extra-departmental.

Senior theses are to be submitted to the thesis advisor on Monday morning of the next-to-last week of classes in the term. A copy of the thesis must also be presented to the Dean of the Faculty who must approve its format. (For details on the proper format, see the information sheet distributed in the Office of the Dean of the Faculty.)

The thesis committee, of which the thesis advisor serves as chairperson, determines, after reading the thesis and examining its author in

person, whether or not it is acceptable as a senior thesis. If it is not acceptable, if it falls short of the standards expected of advanced undergraduate written research in content or form, the chairperson will grade the student's work as a "Research Project." If the committee finds the thesis acceptable, but not outstanding, the chairperson will grade the student's work as a "Senior Thesis." If the thesis is found to be an outstanding and original piece of research, the committee will award the student Senior Thesis Honors, a distinction that will be recognized in the Commencement Program as well as on the student's transcript. This award of Senior Thesis Honors is to be made regardless of whether the student is to graduate with an Honors degree in a program.

SUMMER SESSION

Schedules and registration forms for the LFC summer term may be obtained in the Registrar's Office. Independent study during the summer is restricted to internships. Other independent studies will be approved only in very exceptional cases, and only if it can be demonstrated that a student's academic program makes that work a necessity. Such requests are to be submitted to the Dean of the Faculty before the end of the spring semester.

TRANSCRIPTS

Every student is entitled, without charge, to one certified copy of his/her college record. The charge for additional transcripts is as follows: $1.00 for each single request; $.50 for each additional copy if more than one copy is requested at a time. Students must clear financial obligations with the Business Office before transcripts will be released. Forms are available at the Registrar's Office for transcript requests. A period of a week should be allowed for filling the request. Official transcripts are released only upon written authorization of individual students or alumni. Students who use a deferment voucher to establish the pre-registration and room draw credit requirement are ineligible for transcript services until the deferment voucher has been paid.

TRANSFER OF CREDITS

An official transcript from the issuing institution must be made available to the Registrar's Office before any academic work done elsewhere may be accepted for Lake Forest College credit.

The College is most likely to recognize a course taken at another accredited institution if Lake Forest offers a comparable course. Also, courses at other accredited institutions which are in the liberal arts tradition, but do not have comparable counterparts at Lake Forest, may be granted credit. LFC students are required to receive prior approval from the College before taking coursework at other colleges. Lake Forest College does not grant credit in transfer from community colleges to LFC students in their junior and/or senior years. The Registrar evaluates transcripts for LFC course credit. However, students may appeal decisions to the Academic Appeals Board.

TUITION CHARGES (See College Bulletin)

WITHDRAWAL, LEAVE, AND TRANSFERS

WITHDRAWAL (including Medical Withdrawal), LEAVE OF ABSENCE, AND TRANSFER applications,

The following steps should be followed:

1. Complete the proper application form at the Dean of Students Office and schedule an interview with one of the deans.
2. Check with the Financial Aid Office and terminate any scholarships or other awards in order to protect your future eligibility.
3. Clear your account with the Business Office. Applicants for Leave of Absence must establish a $100 credit balance.
4. Return any college keys to your Head Resident and/or the Physical Plant.
5. Remove any personal belongings from campus within 24 hours after the effective date of Withdrawal or Leave of Absence unless permission to store belongings has been granted by the Dean of Students Office.

PLEASE NOTE:

Students whose Withdrawal or Leave of Absence is effective prior to the end of any semester for which a validation sticker has been affixed to the I.D. card are required to submit their I.D. card to the Cashier at the Business Office for removal of the validation sticker. Withdrawal or Leave of Absence applications, as well as refunds, will not be processed until the date the validation sticker is removed.

Academic or disciplinary dismissal takes precedence over Withdrawal or Leave of Absence.

LEAVE OF ABSENCE:

First, establish a $100 credit balance with the Business Office. An application for a Leave of Absence will become a Withdrawal if the proper credit balance is not established within two weeks of the date of application. The $100 credit is forfeited if a student fails to notify the Dean of Students by July 15 or December 1 (prior to the semester of return indicated on the Leave of Absence application) that he/she will not return to the College. In addition, a Leave of Absence will automatically become a Withdrawal when a student fails to return to College on the date indicated on the Leave of Absence form.

Second, note that Leaves of Absence are limited to a minimum of one-half an academic year and a maximum of one academic year; extensions may be granted for a maximum Leave of Absence of two years. Extension requests will be considered by the Dean of Students if applied for by July 15 or December 1 prior to the semester of return indicated on the Leave of

Absence form. A refund of the credit balance is available to students on Leave of Absence who opt for Withdrawal if notice is given by July 15 or December 1 prior to the semester of return indicated on the Leave of Absence form.

Any financial deposit or financial aid deadlines which apply to students currently enrolled apply as well to students on Leave of Absence.

Credit for coursework taken at another institution while on leave may be granted if the student gains prior approval from his/her advisor, the Registrar, and (in the case of foreign study) the Academic Appeals Board.

Lake Forest College or ACM off-campus program participants are students enrolled in courses for which Lake Forest College credit is given (as long as the work is successfully completed) and hence are not on Leave of Absence. Student applicants for programs in which transfer credit is anticipated must apply for a Leave of Absence.

Full-time students on Leave of Absence who wish to return as part-time students must reapply for admission to the College by writing to the Admissions Office.

A student on Leave of Absence will be allowed to return without further review of status if at the time of return he or she is in good standing according to the standards then in force.

THE PRE-REGISTRATION/ROOM DRAW CREDIT MAY NOT BE APPLIED TO A LEAVE OF ABSENCE application if the student pre-registered or participated in room draw. That $100 is forfeited and an additional $100 must be deposited to establish the credit balance necessary for approval of a Leave of Absence application.

WITHDRAWAL (transfer applicants should follow the same steps):

First, follow the steps enumerated above. Failure in courses will be recorded for students who do not withdraw in accordance with the procedures indicated.

Students should also note the following when considering application for Withdrawal:

a. If you participated in spring pre-registration or room draw, the $100 credit on your account is forfeited. If you were granted a deferment voucher, you are still obligated to pay it.
b. Financial aid recipients should pay careful attention to the future eligibility consequences of withdrawal. Consult with the Financial Aid Office.
c. Students who withdraw and thereafter wish to return to Lake Forest College must reapply for admission to the College.
d. For information on refund eligibility consult the College Bulletin.
e. Students under Term Suspension are not permitted to withdraw from the College in order to avoid the recording of a suspension on the official college transcript.

f. Medical Withdrawal will only be considered if a student is advised by his or her attending off-campus physician or other appropriate health care professional to withdraw from all classes. Written application for Medical Withdrawal must be accompanied by a signed statement from the attending off-campus health care professional.

SECTION II

STUDENT LIFE

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STUDENT LIFE

(A) STUDENT GOVERNMENT

HISTORY

The first Lake Forest College student body self-governing organization was the Student Council which was established in 1917. Between 1917 and 1969 the student self-governing organization took various forms, from a Student Association and Student Congress of the 1930's to the Community Government Association (CGA) of the 1960's.

Between 1969 and 1972 the student body self-governing organization at LFC underwent several radical changes. During this time the students were governed successively by four different governing bodies: The Community Government Association (CGA), the Student Coordinating Committee (SCC), an intermediary junta, and the Provisional Revolutionary Government (PRG). The present student governing system, known as the Student Government (SG), was established during the spring of 1972 following the collapse of the PRG.

The current Student Government is composed of the General Assembly (GA) and its subcommittees, the Executive Committee (EC), and the three SG officers: the President, Vice-President, and Treasurer. Student members of other college governance committees also play an active and important role in the Student Government. In addition, campus organizations are supported by Student Government.

STUDENT GOVERNMENT OFFICES

The Student Government Offices are located in Commons.

The Main Office is open regularly Monday through Friday from 8:30 a.m. to 5:30 p.m., but it is not unlikely to find someone in there on the weekends or at night. Everyone is encouraged and welcome to stop in at any time.

Phone 234-3100, ext. 451. Address any correspondence to Student Government, Box # 695.

ELECTIONS AND APPOINTMENTS

Student Government Officers are elected in the fall, and most campus organization leaders and Governance Committee members are chosen in the spring. (Consult the SG Constitution, Governance elections sections, and organization write-ups for details.) There are many ways to be involved in Student Government without running for an elective office. Throughout the year SG will be sending out notices to the student body announcing

various committee openings. Applications for most organization positions are provided by Student Government. Petitions, where necessary, are to be signed by 50 full-time LFC students and are provided by the Dean of Students Office. All full-time LFC students are eligible to run.

MINUTES

Any student interested in receiving current minutes for any of the college governance committees should contact Student Government. In addition, minutes from previous years are kept on file in the Student Government Office and are open to review.

STUDENT GOVERNMENT CONSTITUTION

A. The name of this organization shall be the Lake Forest College Student Government.
B. The Student Government has oversight, within the framework of the College Governance System, of student affairs and supervision of student activities and activity funds.
C. The General Assembly
   1) It is the responsibility of the Student Government to guarantee that residence hall, purpose unit, and non-resident representatives are elected by their constituencies to serve on the General Assembly following the provisions set forth in this constitution.
      a. Elections will be held no sooner than two weeks after the opening of the semester.
      b. Elections will be done by dorm for independent resident students.
      c. Each candidate will be issued a petition that must be signed by 20% of his/her dorm.
      d. There will be a ballot box in Commons for a period of two days; voting will take place there.
      e. An election committee will be drawn from the previous General Assembly, its size will be thirteen members; its purpose is to aid the three Student Government officers, who, along with the Dean of Students Office, are responsible for running elections to the General Assembly.
   2) Each General Assembly delegate will have one vote.
   3) Residence hall representatives to the General Assembly shall be delegated proportionally as follows:
      1-30 independent residents represented shall be assigned 1 delegate;
      31-60 independent residents represented shall be assigned 2 delegates;
      61-90 independent residents represented shall be assigned 3 delegates;
      91-120 independent residents represented shall be assigned 4 delegates;
      121-150 independent residents represented shall be assigned 5 delegates; and so on.
      These representatives shall be elected from and by the independent residents in each residence hall.
   4) Each purpose unit shall be represented at the General Assembly by one delegate elected by the purpose unit; additional delegates shall be awarded following the apportionments outlined in section C-3 of this constitution.

   5) Non-resident representatives to the General Assembly shall be elected from and by the non-resident constituency following the apportionment outlined in section C-3 of this constitution.
   6) General Assembly representatives elected in the beginning of Fall term shall serve until a second election is held in January.
   7) Whenever a majority of a General Assembly representative's constituency determines that said representative is not performing his or her duties, he or she shall be asked to resign and another representative shall be elected by his or her constituency to take his or her place.
   8) The General Assembly shall meet at least once a month.
      a. A simple majority of the General Assembly's elected membership will constitute a quorum.
      b. Proxies at General Assembly meetings will be honored in the following manner:
         1. A proxy can only be given to a member of the absent delegate's constituency.
         2. A proxy must state the name of the person receiving it and the name of the person giving it. It must also state the specific date of the meeting.
         3. Any member of the General Assembly or of the student body is limited to carrying one proxy per meeting.
         4. Proxies will not be included in the establishment of a quorum.
         5. General Assembly representatives may exercise the use of a proxy no more than twice per academic term.
         6. Proxies will not be honored during the process of electing General Assembly representatives to the Executive Committee.
   9) General Assembly members may be absent from no more than two meetings per academic term. Use of the proxy does not constitute attendance at a meeting.
      a. Any General Assembly member who misses more than two meetings per academic term will be subject to removal from the General Assembly under the provisions of section C-7 of this constitution.
   10) Rules of Order
      a. These Rules of Order shall be followed at all General Assembly meetings. All or any section of the rules can be suspended at any meeting by a two-thirds majority of members present. All motions require a second unless otherwise stated.
      b. Order of Business
         1. Call to Order
         2. Roll Call
         3. Reports
         4. Unfinished Business
         5. New Business
         6. Adjourn
      c. Conduct
         1. The President shall keep a speakers list.
         2. The President shall designate one speaker at a time who is then bound by a five minute time limit.
         3. A General Assembly member has the power to yield the floor to anyone for his/her designated time.

d. Motions
   1. Motions can be made by a member at any time he/she has the floor.
   2. Point of Order - Any member may ask for a point of order any time. This does not require a second, nor does the speaker need to have the floor.
   3. Point of Clarification - Any member may ask for a point of clarification at any time. This does not require a second, nor does the speaker need to have the floor.
   4. Limiting Debate - Debate may be limited by a two-thirds majority of the members present.
   5. Closing Debate - Debate may be closed in one of two ways: 1) Call to Vote - An issue on the floor may be called by a two-thirds vote; 2) Lay on the Table - An issue on the floor may be tabled by a two-thirds vote.
   6. Take from the Table - A tabled issue may be re-opened for debate by a two-thirds vote.
   7. Reconsider - A motion which has been voted on may be reconsidered by a majority vote.
   8. Amend - A motion to amend an issue may be made at anytime.

11) General Assembly Duties
   a. The General Assembly has the power of veto over any legislation passed by the College Life Advisory Board and the Executive Committee by a 2/3 vote of the elected members present.
   b. The General Assembly shall elect three of its members no later than the third week of the Fall term to serve as delegates at large on the Executive Committee.
   c. The General Assembly representatives to the Executive Committee of the Student Government shall serve until a second election can be held after the January election of new General Assembly representatives. The time of this second election shall be determined by a majority vote of the General Assembly, but should take place no later than mid-January. (Representatives elected at the first election may be re-elected at the second election.)

D. The Executive Committee
   1) The Executive Committee shall consist of a President, Vice-President in charge of information, and a Treasurer who are elected by the student body at large, following the procedures recommended by College Governance. The Campus Activities Director will serve in an ex officio capacity to provide a faculty/administrative perspective to the committee. It shall also include three representatives elected out of the General Assembly by the General Assembly. The President of the Executive Committee shall have the power to appoint one member of the student body at large to the Executive Committee. Five members of the Executive Committee constitutes a quorum.
      a. In the period between the election of new officers to the Executive Committee in the spring and at the end of the term, the Executive Committee shall be composed of the three newly elected officers, the three representatives elected from and by the General Assembly, one member of the student body chosen by the new president, and the three former officers serving in ex officio capacity. This committee shall have the same responsibilities and duties as the Executive Committee is granted in this constitution.

   2) All seven members of the Executive Committee have one vote each. Except in cases of appointments by the Executive Committee, the chairperson shall vote only to break a tie.
   3) Duties
      a. Administers the affairs of Student Government.
      b. Allocates the Student Activity Fee funds to student organizations and activities in accordance with student needs and priorities. (These funds are released to Student Government by the President of the College upon his review and approval of the proposed annual budget.)
      c. Determines the ongoing goals, priorities, and philosophy of the Student Government, subject to veto by the General Assembly.
      d. Is responsible for insuring the ongoing operation of all Student Government funded activities.
      e. Reports all its actions regularly to the General Assembly.
   4) Individual Duties
      a. The President shall preside over all Executive Committee and General Assembly meetings; shall appoint one member of the student body at large to serve on the Executive Committee; shall be chief executive officer of all Student Government subcommittees; shall appoint students to serve on General Assembly subcommittees; shall allocate student office space; has the responsibility with the Treasurer for proper expenditure of the Student Activity Fee monies. (These funds are released to Student Government by the President of the College upon his review and approval of the proposed annual budget.)
      b. The Vice-President in charge of information shall serve as assistant to the President and act in place of the President in his or her absence; shall be responsible for the dispensing of all Student Government information to the student body including, but not limited to, dispensing of all Student Government announcements, and the taking, distributing, and posting of all Executive Committee and General Assembly minutes; shall be responsible for keeping an up-to-date file containing all minutes and correspondence concerning Student Government affairs; shall serve on the Executive Committee.
      c. The Treasurer shall conduct an audit at least once a term for all student organization accounts operating out of the Student Government account; shall keep an up-to-date file of all requisitions; shall have jurisdiction over all student organizational accounts operating out of the Student Government account, except those accounts recognized by the Student Government as being economically autonomous, in which case these organizations must compile a budget report every term for the Treasurer's file and are subject to an audit by the treasurer at any time; shall prepare treasury reports for all Executive Committee and General Assembly meetings; shall make recommendations to the Executive Committee concerning the allocation of funds; shall serve on the Executive Committee.
   5) The delegates at large are responsible for providing the Executive Committee, of which they are a part, with the sentiment of the student body.
   6) If a General Assembly Representative to the Executive Committee resigns or is expelled, it is the duty of the General Assembly to

elect a successor no later than one week after that member's resignation.

a. If a General Assembly member elected to the Executive Committee is replaced as the General Assembly delegate from his or her own constituency or moves out of his or her area of constituency, a new election for that Executive Committee position must be held within one week of that delegate's departure from the General Assembly.

7) If an officer resigns or is expelled, it will be the duty of the Executive Committee to hold a campus-wide election for a successor to that office within two weeks after that officer's resignation. In the interim, it is the duty of the Executive Committee to appoint a temporary officer.

E. Impeachment Procedures

1) Any General Assembly member, with the approval of a simple majority of the elected members present at any General Assembly meeting, has the power to form a General Assembly subcommittee to investigate the conduct of any Student Government officer or Executive Committee member.

2) The accused will be expelled from his or her office or Executive Committee position by a 2/3 vote of the entire elected General Assembly membership. A new election for that vacant position will be held in accordance with the provisions in sections D-6 and D-7 of this constitution.

F. Amendment Procedures

1) This constitution can be amended by a 2/3 vote of the entire elected membership of the General Assembly provided that 2 weeks public notice has been given to the student body.

2) This constitution can also be amended by a referendum proposed through a petition signed by 10% of the full-time students enrolled in the college. If 2/3 of the students voting approve the referendum it shall be ratified.

ADDITIONAL DUTIES OF THE OFFICERS AND EXECUTIVE COMMITTEE

The following are duties and responsibilities of the Student Government Officers and Executive Committee which do not appear in the constitution.

The PRESIDENT is Chief Executive Officer of all SG activities, serves as spokesperson for the student body, College Council member, student voting member of the full Board of Trustees of Lake Forest College, has extensive contact with administrative officials, appoints students to various committees, and serves on a committee with the Dean of Admissions and Dean of Students which selects the freshman to receive the Jacob Wardwell Edwards Award for having demonstrated outstanding qualities of leadership. The VICE-PRESIDENT is a College Life Advisory Board member. The President, Vice-President and TREASURER serve on a committee with two representatives from the Dean of Students Office, and one faculty member chosen by the committee, which selects the senior Edward H. Oppenheimer Award winners and the Tamara Lee Wefler Award winner each spring following the SG elections.

The EXECUTIVE COMMITTEE (EC) appoints student representatives to the Academic Appeals Board (3 appointees), and the College Life Advisory Board

(CLAB - 1 appointee). In addition, the EC recommends to the President of the College students to serve on the Board of Trustees subcommittees: Committee on Academic Affairs (2 recommendations), Committee on Student Affairs (2 recommendations), Budget and Audit Committee (2 recommendations), Committee on Property and Operations (2 recommendations), and the Investment Committee (2 recommendations). The EC also recommends to the President of the College 5 students to serve on the Conduct Board, 1 student to serve on the Committee on Dispositions, and 1 student to serve on the Damage Review Committee.

STUDENT GOVERNMENT BUDGETING PROCESS

Any student organization or activity on campus is entitled to request funding from the Student Government of Lake Forest College. For reasons of efficiency and practicality certain guidelines have been established.

Before any budgeting takes place, Student Government makes available the necessary forms. These consist of an Activity Information Report which allows the organization to set forth both its objectives and its proposed programs. Following this there is an Income Report which describes the previous year's allocation and where it was derived from, as well as the present budget request. The third sheet is the Current Estimated Expenditure Sheet which details the organization's budget request, which allows the Executive Committee (EC) to understand the complete breakdown of the itemization requested. Lastly, there is the Inventory Sheet which provides a continuing record of what items have been purchased in the past. This helps organizations and Student Government to avoid duplicate spending, as well as insure continuity of inventory from year to year.

Upon completion, of these forms they are submitted to the SG Treasurer, who will then report to the SG President, who schedules the EC Budget Hearings. These hearings are open to all students and are posted in advance. All allocations made by the EC at such hearings are subject to veto by the General Assembly (GA).

Budgeting is done once every school year, in the spring. This allows organizations to revise their requests and allows newly formed organizations to request funding. All budget request forms are to be completed by Spring Break of the spring semester. Failure to comply with this deadline will result in a "No Guarantee of Budgeting" by the Executive Committee.

The TREASURER will assign an account number, name and budget allocation to each funded student organization. Such listing will be supplied through the Business Office. When an individual expenditure exceeds the amount stipulated by the Student Government officers, then the request of expenditure must also be signed for by the Student Government Treasurer and President. The Business Office will be provided with the stipulated limits. The Treasurer will review all charges recorded in the general Student Government account. A petty cash fund of limited size exists under the control of the Student Government Treasurer and President for emergency expenditures. These expenditures must have the Student Government number, receipts or purpose, and be of such a pressing nature

that a check cannot be written through proper College channels. All charges in the Print Shop, Bookstore, Mail Room, and Food Service, as well as all requests for checks, must be signed by persons authorized by the Student Government officers in order to be recognized as proper.

The detail of all the Student Government organizations is kept by the Business Office. Records will be maintained and posted on a micro-computer and the printouts will be available in a year-to-date detail form soon after the end of each month. Information for each account will include budget allocation, detail of expenditures listing vendor name, amount, and date, total expenditures for the year to date, and remaining budget allocations. The Student Government officers will review this listing with the specific intention of performing an audit function. The Business Office audit function is strictly a procedures audit. Unless circumstances dictate an audit of a different nature, the audit of specific expenditures is done by the Student Government officers. Standard College procedures for the requisition of checks and purchase guidelines will apply.

STUDENT GOVERNMENT SPECIAL SERVICES

The following are special services provided by the Student Government for the benefit of the student body.

PRINTING FACILITIES

Every student organization and activity is entitled, at the discretion of Student Government, to use of Student Government's mimeo and duplicator facilities. Paper and stencils may also be obtained from Student Government.

Individuals may also use the facilities if they provide their own paper and stencils and pay a penny-a-copy charge to cover ink and maintenance costs.

STUDENTS AND THE BOARD OF TRUSTEES

Ultimate responsibility for running Lake Forest College rests with the Board of Trustees, whose members serve voluntarily. Through eight standing committees, the Board oversees the annual operation of the College and makes long-range planning decisions. Two students, appointed by the Executive Committee of Student Government with the approval of the College President, serve as voting members on the full Board. The standing committees of the Board of Trustees on which students serve are composed as follows:

1. Two student recommendations to the President at the beginning of the school year by the Student Government Executive Committee.
2. One alumni representative.
3. Two faculty members appointed by the President.
4. An officer or staff assistant of the College appointed by the President to serve as ex/officio Secretary of the committees.
5. Trustees appointed by the Chairman of the Board of Trustees.

The committees and their functions are as follows:

COMMITTEE ON ACADEMIC AFFAIRS - recommends educational policies, faculty appointments, promotions and salaries, and candidates for honorary degrees. It has discussed development of the Health Services Institute, Master of Liberal Studies program, and the Writing Center.

BUDGET AND AUDIT COMMITTEE - recommends fiscal policy, sale of off-campus real estate, and selection of auditors. It deals with the College budget, tuition, and an examination of the College's insurance coverage.

COMMITTEE ON PROPERTY AND OPERATIONS - recommends policies for the administration of campus grounds and buildings. It has been involved with the renovation of Durand Institute and Young Hall, and computerized energy controls for Donnelley Library and the Sports Center. The committee is currently concerned with energy consevation projects.

INVESTMENT COMMITTEE - selects a fund manager, establishes investment policy, reviews performance, and makes decisions relative to all College investments.

COMMITTEE ON STUDENT AFFAIRS - makes recommendations to the full Board of Trustees on student life and welfare.

The full Board holds at least four regular annual meetings. Standing committees usually meet just prior to the full Board, although some, such as the Investment Committee and the Budget and Audit Committee, meet more often.

Student members are links between the student body and the Board; it is their responsibility to keep each group advised of the other's group's policies, problems and viewpoints.

(B) CAMPUS ORGANIZATIONS, CLUBS, GROUPS

ALPHI CHI

Alpha Chi is a local fraternity formed here at Lake Forest College in 1983. Its primary goals and philosophy based on academic excellence and the group's concern with the betterment of the college and community as a whole. Works in cooperation with other established fraternities and purpose units to enhance the social life of the college and to encourage leadership and participation. Events of the fraternity tentatively planned for the 1985-86 academic year include: Submarine Welcome Party, Christmas Party, Toga Party, involvement in intramurals, and volunteer work for the American Cancer Society. Membership is based on potential leadership qualities, academic excellence, and participation in LFC co-curriculars or athletics. All interested individuals (new and returning students) should inquire at the third floor annex of Harlan Hall.

ALPHA PI DELTA

The sorority of Alpha Pi Delta serves both a social and a philanthrophic purpose. The members are interested in devising social activities for themselves and for the community at large. Alpha Pi Delta seeks to participate in projects and activities which will help others, such as volunteer work in the Lake Forest Hospital, sponsorship of a child in India, and donating a "Thanksgiving for the Needy."

AMBASSADORS

The Ambassadors are a group of approximately forty students providing services for prospective students and their families. These services include walking tours of the campus, housing for overnight guests, and assistance with fall and spring open houses.

New ambassadors are selected each December with duties beginning in January and extending until the following January. Any interested students are encouraged to stop by the Admissions Office to fill out an information sheet.

AMNESTY INTERNATIONAL, GROUP 177

Amnesty International works for the release of Prisoners of Conscience. These are men and women who have been imprisoned anywhere for their beliefs, color, ethnic origin or religion, provided they have never used or advocated violence.

The College Chapter, Adoption Group 177, has adopted two such prisoners, both imprisoned without trial, and meets once a month to plan practical ways to help them and secure their release.

Please contact Professor Louis Lombardi, ext. 533, for further information.

BETA TRITON

Beta Triton ("BT"), a local fraternity located in McClure Hall, provides the college with numerous social and community-oriented functions throughout the year. Among these are two very large theme parties, the Student-Faculty Cocktail Party, the Homecoming Half-Time Party, Senior Day Party, the Blood Drive, fund-raising for the Mojekwu Fund, and the Student Government Debates. In addition to these events, members enjoy the benefits of living in a cohesive and identifiable group comprised of individuals having the same interests.

Members are expected to pay dues, attend all meetings, participate in all fraternity functions, as well as uphold the goals and policies of the College. Members are also encouraged to participate in campus activities such as Student Government, intramural and varsity sports, and campus committees. Residence in the purpose unit is preferred but not required.

The fraternity holds several "Monday Night Football" parties in the fall to allow new students the opportunity to familiarize themselves with

the group. Interested men are selected for membership by active members each February and are "rushed" shortly thereafter. Interested persons are encouraged to contact members during the fall semester.

THE BIG CHILL

In 1984 we celebrated our first annual winter weekend, The Big Chill. The weekend is designed to celebrate the many and varied joys of winter.

The Big Chill Chairperson is selected by the Campus Program Board after a campus-wide solicitation of applications during the fall of each year. All students are welcome to become members of the committee. Interested students should contact the Director of Campus Activities.

BLACK RAP

Black Rap is a news and literary publication produced by the LFC Black community with the dual purpose of increasing community awareness of the Black population and providing exposure and experience for contributors.

Issues are distributed inside and outside of the LFC campus. Editors are chosen by BUCS. Interested persons should contact one of the Black Rap editors.

BLACK UNITED AND CONCERNED STUDENTS - HOUSE OF SOUL

The purpose of BUCS is to make Black students and other LFC students more aware of Black culture. BUCS hopes to accomplish this through presenting campus-wide activities that will enrich the student body as a whole.

Each BUCS member is expected to attend bi-weekly meetings, participate in at least one campus-wide activity per term sponsored by BUCS, and be present at all campus-wide activities. The BUCS officers and committee heads are elected each spring term.

BUCS activities include a fall orientation for Black students, a fall open house for prospective students, publication of Black Rap, Black Cultural Week, and Senior Send-off.

The BUCS housing purpose unit, House of Soul, is located in Roberts Hall.

THE BROTHERHOOD

The Brotherhood is a purpose unit that is committed to serving the college community. Providing a social outlet for everyone is one function, but the camaraderie shared by its members is what makes it such a strong group. Members are involved in school government, varsity athletics, and service to the College. Casino Night is an annual event that raises money for a selected organization or charity. The doors of the Brotherhood are always open to anyone who wishes to visit.

CAMPUS ENTERTAINMENT COMMITTEE (CEC)

The Campus Entertainment Committee is composed of volunteer students and the Director of Campus Activities. The CEC is responsible for planning dances, concerts, and other weekend entertainment. CEC also has major involvement in Homecoming, The Big Chill, and RA Weekends. The CEC Chairperson is selected each spring from among the membership.

CHOIR AND MADRIGAL SINGERS

The Choir and Madrigal Singers give interested students the opportunity to cultivate and refine musical talents through the performance of quality choral literature.

The season begins in the fall with a Broadway Cabaret. This is followed by the Christmas Festival -- and in late February, the performance of a major choral work with orchestra. The year culminates in a spring concert and various appearances outside the College community.

The Madrigal Singers is a select chamber group, chosen from the Choir, which performs music of a particular style. This ensemble performs in all major concerts and dons Elizabethan costumes to present an authentic Madrigal Festival in the spring.

The Choir rehearses four times a week for one hour in Lily Reid Holt Chapel. Regular attendance is mandatory and admission to the group is by audition. Interested students should contact the Choir Director, Mrs. Carol Ptack.

CLUB SPORTS COMMITTEE

The Club Sports Committee is a joint student/administration committee that receives matching funds from both the Student Government and the Administration to support a comprehensive club sports program. Student Government will refer funding requests for sports-related activities to this committee.

The Club Sports Committee is composed of five students, an EC representative, and a representative from the Athletic Department. The five students are appointed each spring by the new EC. Applications are distributed to the entire student body each spring so that anyone interested in one of the student positions can apply.

COLLAGES

Collages is published in the spring of the academic year and represents the fond efforts of both students and faculty in the Department of Foreign Languages. The purpose of the magazine is to share with its readers the literary ideas of its contributors, and to provide encouragement to students of French, German, and Spanish at all levels by making available to them a vehicle for the expression of literary attempts in all three languages. Collages also contains artwork and photography.

Anyone interested in contributing or finding out more information should contact the president of Phi Sigma Iota or its faculty advisor, Professor Clayton Gray, Jr.

CONVOCATION SERIES

The series provides a balanced schedule of events which are informative, stimulating, and sometimes controversial. It consists primarily of speakers representing varied interests, disciplines and professions, but also includes cultural programs. A committee of students, faculty, and administration have been working on the concept and execution of the program, and selected students introduce the featured guests at these weekly events. Students interested in becoming involved with the committee should contact the Director of Campus Activities.

DEBATE CIRCLE

The LFC Debate Circle sponsors campus events that promote public speaking at Lake Forest College and participates in debate tournaments intercollegiately. Teams for debate consist of two persons who must be able to argue both the affirmative case and the negative case of the national Cross Examination Debate Association (CEDA) topic. The Debate Circle's goal is to send at least two teams to each tournament. Topics are changed each semester. The Debate Circle will continue to promote public speaking by sponsoring campus events and by participating in CEDA tournaments as long as funding and student support are available.

EL CLUB ESPAÑOL

El Club Español es cultura. Comprender a nuestros compañeros es nuestro objetivo. Annual events sponsored by the club are as follows: a cultural cuisine day, guest speakers, outings to a restaurant, and a festival. Members of the club meet for lunch once a week and may speak only Spanish.

The Club is open to all people who are interested in furthering their knowledge of the Spanish language and culture: beginning Spanish students, faculty, everyone.

FILM GROUP

The Film Group supplies LFC with film presentations that fulfill the entertainment, curricular, and cultural needs of the students.

The Film Group is not only responsible for the Friday and Saturday night entertainment film showings, but also has Tuesday night film showings, which usually fall into two areas: film classics or film showings for other student organizations and activities.

The Film Group is composed of students and faculty, and new members are always welcome. The outgoing Film Group elects the new student chairperson.

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designed to stimulate interest, scholarly attainment, and investigation in the biological sciences, as well as to promote the dissemination of information and new interpretations among students of the life sciences.

Each year Tri-Beta sponsors an open house for new students in biology, blood drives and the presentation of films, hosts several lectures by guest and faculty speakers, and holds an annual picnic for members.

To become an active member of Tri-Beta, a student must have completed at least four biology courses and have received a grade of B or better in three of those courses. Associate membership is open to any student with an interest in the life sciences. New active and associate members are elected each term by the present chapter members. Members must attend business meetings and continue to show a strong interest in sciences. The Tri-Beta officers are the president, vice-president, secretary, historian, and faculty advisor, who also serves as treasurer. The officers are elected from among the active members at the last meeting of each school year.

KAPPA PHI KAPPA, GAMMA THETA CHAPTER

Kappa Phi Kappa is a national professional fraternity in education devoted to the professional development of its members through the activities and opportunities for mutual association provided by the local chapters and the National General Assembly.

Initiated through the efforts of professors of education at Cornell University and Dartmouth College, the first chapter of Kappa Phi Kappa was established at Dartmouth College in 1922. The Gamma Theta Chapter of Lake Forest College begun in 1983, includes Education majors, as well as faculty and administrators, who have demonstrated outstanding academic ability and commitment to the field of education.

For more information contact Professor Mark Tierno, Chairperson of the Education Department (ext. 469).

PHI BETA KAPPA

Phi Beta Kappa is an academic honorary society dedicated to the recognition of superior academic achievement in the liberal arts and sciences. The Lake Forest College chapter, Theta of Illinois, was founded in 1962. To have a Phi Beta Kappa chapter approved by the national organization is a high honor for a college. In order to win a chapter, the college or university must meet Phi Beta Kappa standards in providing a solid and high quality liberal arts program.

Both faculty and students are members of Phi Beta Kappa. It is the faculty membership which each year elects student members on the basis of outstanding academic achievement. Ordinarily these are graduating seniors, but it is possible, in the case of extraordinary achievement, to be elected in the junior year. This is rare, and is to be regarded as a special honor.

The criteria for election include sustained academic excellence as reflected in a strong academic record. Weight is given to the breadth of the program pursued by students, as shown by the number and variety of courses taken outside the major. Weight is also given to balance and proportion in the student's degree program as a whole (professional training courses, such as education, business and internships are not counted). Finally, a student elected to Phi Beta Kappa is expected to have demonstrated at least a minimal knowledge of mathematics or of a foreign language appropriate for a liberal arts education.

In addition to the election of new members, the faculty members of Phi Beta Kappa also select a senior thesis for the Phi Beta Kappa Thesis Award.

The new Phi Beta Kappa members are initiated in a special ceremony that takes place in late spring.

PHI SIGMA IOTA, THE FOREIGN LANGUAGE NATIONAL HONOR SOCIETY

Phi Sigma Iota is the Foreign Language National Honor Society. Its purpose is to cultivate interest and encourage excellence in the field of foreign languages. The organization offers its members and the college community at large an opportunity to come into contact with different aspects of various foreign languages and cultures.

The society's activities include sponsorship of lectures on various topics concerning languages, publication of a foreign languages literary magazine called Collages, sponsorship of a foreign film festival, and organization of social activities such as initiation dinners and informal gatherings/meetings.

Candidates for membership must have reached the 230, 311, or 312 course level in a foreign language at LFC or equivalent courses at another institution. They must also have a B average in a foreign language as well as an overall B average. Membership responsibilities include payment of membership dues, attendance at meetings, and participation in activities.

The society's officers (president, vice-president/treasurer, and secretary) are elected at the end of the spring term by democratic vote of members.

PHI SIGMA TAU

Phi Sigma Tau is the national honor society in philosophy and is dedicated to honoring academic excellence and philosophical interest and to stimulating philosophical discussions on the local and national levels. Philosophical exchanges are promoted through the activities of the local chapters and through publication of Dialogue, the journal of the national organization. Dialogue publishes the philosophical work of undergraduate and graduate students.

Lake Forest College's chapter was established in 1981. The chapter has sponsored panel discussions and colloquia by LFC students and by faculty members from LFC and from outside institutions.

Membership is awarded to outstanding students and faculty with interests in philosophy. Students can become eligible after three semesters of course work (which must include three courses in philosophy).

PI SIGMA ALPHA, POLITICAL SCIENCE HONORARY SOCIETY

Pi Sigma Alpha is the national political science honorary society. The LFC chapter was founded in 1971. Its purpose is to stimulate productive scholarship and interest in the subject of politics and government by honoring superior students in this field.

To become members, students must be either juniors or seniors; must have taken four Politics courses (at least two of those at LFC, and at least one at the 300 or 400 level); must have a B+ average in politics; and must have an overall B average in all courses. Members pay a $10.00 membership fee for national dues.

New members are inducted each spring; the officers (president, vice-president, and secretary/treasurer) are elected in the spring.

PSI CHI, PSYCHOLOGY HONORARY SOCIETY

Psi Chi is the national honorary society for psychology majors who have been recognized for their academic excellence. The LFC chapter was established in 1960. Its purpose is to organize social and intellectual activities for psychology majors.

Some of the activities that Psi Chi engages in include: sponsoring guest lectures, seminars by faculty, attending regional conventions, holding career conferences, providing information about graduate schools in psychology and the social services, and holding the Psychology Department social events.

In the spring of each year, the present members review a list of psychology majors who have at least a 3.5 average in psychology courses and a 3.0 GPA. Those students who qualify are invited to join Psi Chi.

SIGMA PI SIGMA, PHYSICS HONORARY SOCIETY

Sigma Pi Sigma is the national physics honorary society. Its purpose is to promote excellence in physics by recognizing outstanding physics students. The original LFC Sigma Pi Sigma charter dates back to May 31, 1930, which makes it one of the oldest chapters in the country. After more than ten years of inactivity, the LFC chapter was refounded in 1974.

The main activity of the group is the induction of new members at a banquet in the spring of each academic year, and the membership requirements are: an overall B average, excellence in physics, and courses through the sophomore level in physics. New members are chosen by present LFC members each spring. The president for the next academic year is elected at the spring induction ceremony.

STUDENT AFFILIATES OF THE AMERICAN CHEMICAL SOCIETY (SAACS)

The LFC chapter of Student Affiliates of the American Chemical Society was established on October 20, 1954. The objective of this chapter is to afford an opportunity for students interested in chemistry at LFC to become better acquainted, to secure the intellectual stimulation that arises from professional association, to gain experience in preparing and presenting technical materials, to foster a professional spirit among the members, and to instill a professional pride in chemistry.

SAACS sponsors lectures by guest faculty and student speakers, holds a fall picnic, and conducts a tour of an industrial chemistry laboratory for its members.

Any student interested in science, especially chemistry, is invited to join SAACS. Though not necessarily required, it is assumed that the student intends to major in chemistry or in related disciplines. SAACS' officers are elected by the members at the end of each school year. Any student interested in joining should contact one of the officers.

SOCIETY OF PHYSICS STUDENTS (SPS)

The Society of Physics Students keeps members informed on recent developments in physics and astronomy, providing a time when topics brought up in regular class discussion can be expanded upon.

The group invites outside speakers and faculty members to speak on relevant scientific topics, and organizes outings to such places as the Argonne National Lab, Yerkes Observatory, and Fermi Lab.

SPS meetings and lectures are open to all interested persons -- non-members are welcome. Each year, Sigma Pi Sigma, a physics honor society within the SPS invites outstanding students to become members.

Officers (president, vice-president, and secretary/treasurer) are elected at the last meeting of the school year. All those interested in joining SPS should contact either one of the officers or the Physics Department.

INTERFAITH CENTER

The purpose of IFC is to facilitate the spiritual growth of Lake Forest College students in a context reflecting the pluralism of campus religious life. A student steering committee suggests and implements programs to meet current campus needs. Activities sponsored include: denominational services on Sunday evenings, weekly New Testament Study and Torah Study, daily meditations. The Interfaith Center also heads two major outreach programs: a yearly Fast For World Harvest project coordinated through Oxfam; a home-repair project in Appalachia involving student volunteers. The faculty coordinator, Professor Ron Miller, serves as liaison with the Dean of Students Office and with the student steering committee. He also works with local clergy who minister to various denominations of students.

INTERNAT

The main emphasis of Internat is to unite people with diverse cultural interests by providing opportunities for exposure to international subjects through speakers, activities, cultural outings, and social functions.

INTRAMURAL SPORTS - Entry information will be announced in The Stentor and posted in the Sports Center.

Intramural Director - Coach Charles Miller

LEAGUE FOR ENERGY AND ENVIRONMENTAL AWARENESS

The League for Energy and Environmental Awareness (LEEA) strives to increase awareness of conservation, energy, recycling, etc. in the college community. Through activities, speakers, and special programs, we hope to educate ourselves, and the rest of the college. Our activities include setting up barrels on campus for collecting newspapers for recycling and the yearly ravine clean-up.

Any interested member of the student body, faculty, or staff is welcome to participate in the activities of the League.

LITERARY MAGAZINE

The Literary Magazine provides an outlet for student poets, prose writers, photographers, and artists. The Literary Magazine, Tusitala, was first published in January of 1935.

The student editors handle the organizational responsibilities of obtaining funds from Student Government and printing the magazine; they are chosen by the magazine's editorial board. The editorial board is composed of those staff members who solicit and select materials for publication, do the proofreading, layout, and editing.

Students who enjoy a personal involvement with literature are encouraged to join the staff, submit material, or both. If interested, contact the editor, Phil Brooks, or the faculty advisor, Nance Van Winckel.

THE OUTING CLUB

The Outing Club was created in 1973 to promote outdoor activities for all members of the College community. To achieve that end, plans are made each Fall for hiking and camping trips to state and national parks within close proximity to Lake Forest. If enough interest exists, trips to local ski areas will be organized.

Students interested in the club and its activities should contact the Campus Activities Office.

PHI PI EPSILON (PHIPES)

Phi Pi Epsilon (Phipes) is the "oldest local fraternity in the United States." It was established at LFC in 1895, and is currently a purpose unit located in Bradley Lodge for the 1985-86 academic year.

Phipes is a social organization that also provides leadership to the campus community. Many members are actively involved in various groups, committees and athletic teams. Phipes participates in many campus and off-campus events throughout the school year. On campus, these activities include sponsoring all-campus social events such as South Seas Nite, participating in I.M. sports, and supporting activities such as Homecoming and the annual celebration of spring. Off campus, the purpose unit is currently involved in the Lake County Marathon and other community services.

Member responsibilities are: payment of dues ($50 per term), attendance at weekly meetings, and participation in all chapter functions. Positions of leadership held in the fraternity are: President, Vice-President, Secretary, Treasurer, Historian, Sergeant-At-Arms, and chairmen of all committees.

Phipe pledges are selected in February, and initiation is held in May. Interested students are encouraged to drop by Bradley Lodge.

PI MU DELTA

Pi Mu Delta draws its members from among that portion of the student body intending a career in the medical sciences. It promotes an environment of scholarship and cooperation. Upperclass students interact and aid underclass students.

Speakers are invited to lecture on health-related topics such as birth contol, alcohol and drug abuse, sexually transmitted disease, and hygiene.

This purpose unit co-sponsors many activities planned by Social Services, SAACS, and Tri-Beta. It serves as backup for the Health Careers Advisory Council and Career Planning and Placement by providing pre-health students with useful information about career opportunities, course selection, and appropriate test preparation for professional schools.

RACQUETBALL CLUB

The Racquetball Club, organized during the 1973-74 academic year, is a coed group which encourages participation in organized racquetball, both for the beginner and the expert.

The club is sponsored by a national racquetball champion, also a LFC professor, who offers private lessons. The club offers both competitive and noncompetitive play. Several workshops are held during the year, to give members a chance to improve their game at any level. The club organizes various tournaments, as well as a racquetball marathon each year to "Smash Cancer in its Corner." It is a 24-hour marathon designed to earn money for the American Cancer Society. The club encourages all interested LFC students to contact the club chairperson.

THE SISTERHOOD

Created in 1980, the Sisterhood is an organization dedicated to serving the needs of Black women in the LFC community. The responsibilities of Sisterhood and its members are as follows:

1. to provide services to other members in need;
2. to sponsor social activities and women's discussion groups;
3. to increase the awareness of the LFC community of the concerns of Black women;
4. to present to the members the growing demands of society on Black women;
5. to help the members develop their talents to meet these demands.

Those interested are encouraged to contact group members or elected officials.

SOCIAL SERVICES ORGANIZATION

The purpose of the Social Services Organization at Lake Forest College is to provide students with opportunities for community service through volunteer work. Examples include aiding handicapped children, sponsoring parties at homes for the elderly, and conducting field trips to social agencies.

The Social Services Organization has coordinated two major volunteer programs. The first is at Grove School, in Lake Forest, where students teach multiple-handicapped children basic academic and self-care skills.

The second program is at Omni House, a state-funded agency geared towards juvenile delinquency prevention. In this program the volunteers work with children on a one-to-one basis. The volunteer, called a "youth advocate," acts as a role model for the child.

The Social Services Organization is open to all persons who are interested in volunteer work regardless of major or career orientation.

SPEAKER/LECTURE/FINE ARTS BOARD (SLFA)

The Speaker/Lecture/Fine Arts Board was created during the 1975-76 academic year by the EC and the Dean of Students Office. It is a student/faculty/administration committee jointly funded by Student Government and the Administration.

The Board is composed of six students, two faculty members, and two representatives of the Dean of Students Office. The chairperson, treasurer, and secretary are elected by the Board at their first fall meeting.

1. The SLFA is responsible for offering a balanced program. It is expected that every effort will be made to support and, where necessary, develop the following areas: dance, dramatic programs, musical programs, speakers and exhibits.

2. The SLFA will not fund programs which are, in the judgment of the board, in the exclusive interest of a particular department.

3. It is designed to serve the following constituents in order of priority listed:

   A. Students B. Faculty C. Community

4. Requests are welcome from all sources, including SLFA members. A group funded for a particular program must agree to accept responsibility for publicity, promotion and implementation and other follow-up duties. (Persons requesting assistance may contact the Director of Campus Activities.)

5. The SLFA board is responsible for providing program applications and evaluation forms to be completed by SLFA members attending the function and persons responsible for initiating the function. The materials are to be kept by the Director of Campus Activities and available to all campus members.

STENTOR

The Stentor, Lake Forest College's student newspaper, was published for the first time during the 1886-87 academic year and has been published bi-monthly or weekly ever since. The newspaper covers campus events, provides editorial opinions, and offers a means of expression for the entire Lake Forest College community.

Although most of the staff is comprised of reporters, there are other ways that students may be involved with The Stentor. The staff is divided into three parts: the Executive Board, comprised of the Editor-in-Chief, the Managing Editor, and the News Editor; the Editorial Board, consisting of the aforementioned and including the Features Editor, the Sports Editor, the Production Editor, the Copy Editor, the Photography Manager, the Business Manager, the Ads Manager, and Circulation Manager; and the General Staff, primarily comprised of writers, layout staff, copy staff, photographers, and typesetters. Each department has a number of staff members working for it, responsible to that department's head. Students with an interest in any area of the newspaper are encouraged to talk to the editor of a department. Students are welcome to join the staff at anytime during the year.

Editors are selected by a vote of the Editorial Board each November. Those elected editors then serve one complete year.

The Stentor office is located in the lower level of Commons, adjacent to the Gameroom.

WMXM

WMXM is the College's FM radio station located in the lower level of Commons. The 300-watt station broadcasts at 88.9 on the FM dial and is under license by the FCC to the Board of Trustees of Lake Forest College.

Contact the Director of Campus Activities for further information.

YEARBOOK (THE FORESTER)

Each year the yearbook staff sets out to produce a book that depicts the flavor of life for students, faculty, and administration as they engage in social and academic activities on campus. Through the use of pictures of and copy about the underclassmen as well as the seniors, the staff works toward assembling a publication which will contain many lasting memories.

In order to produce a book that depicts the activities of the entire year, the staff must start working together in the fall. The editorial staff includes the Editor-in-Chief, Layout Editor, Photo Editor, Art Editor, Copy Editor, and Business Manager; however, there are many other equally important opportunities for the writer and photographer. The editors for the coming year are elected by the staff each spring.

The yearbook is a continuous effort which students can affect with their involvement. It takes a lot more than just editors to produce a truly representative yearbook. Students from all classes are encouraged and welcome to join the staff.

The Yearbook Office is in the basement of Harlan Hall.

(C) STUDENT HONORS AND AWARDS

The College community honors and rewards the outstanding achievements of its students and faculty by acclaiming them in public and by awarding them significant prizes at its annual Fall and Spring Convocation.

In keeping with the dignity and college-wide importance of its convocations, only the most outstanding achievements are to be honored in this way. Prizes are not awarded to the best students in a given graduating class, but to those students who have proved themselves genuinely outstanding by absolute rather than relative standards. Each prize is to be a distinguished and valuable reward commensurate with the occasion and with the prize winner's achievement.

Such distribution and value are embodied particularly in the prizes endowed and donated by friends and alumni of the College to perpetuate their ties to the academic community. These awards, presented at the Fall and Spring Convocations, collectively express and celebrate not only intellectual and personal excellence but also the special, enduring relationship between present and past generations of Lake Forest College. Outstanding students in academic areas for which there are no endowed or donated prizes are honored out of the College's own prize fund for graduating seniors.

GENERAL

The Peter C. Clute Award for Outstanding Character - The Peter C. Clute Award for Outstanding Character was established to honor the memory of r C. Clute, class of 1973, whose "boundless energy and infectious and

unceasing enthusiasm brought great happiness to all who knew him." The fund was established through the generosity of Peter's friends and classmates. The recipient of the award, selected by the staff in the Office of the Dean of Students, in consultation with other Lake Forest College students, "...shall be that Lake Forest College student whose uniquely positive attitude, and whose joy in living inspires and enhances the lives of those around him or her." The award is presented at the Spring Awards Convocation.

The Jacob Wardwell Edwards Prize - The prize was established by friends and relatives in memory of Mr. Edwards, former Director of Admissions. The prize is given annually to the freshman student who is judged to have demonstrated the most outstanding qualities of leadership by a committee composed of the Dean of Students, the Dean of Admissions, and the immediate past Student Government President. The award is announced and presented at the Fall Opening Convocation.

The Emma O. Haas Memorial Awards for Merit in Scholarship -The late Judge John F. Haas, a graduate in the Class of 1900, established the College annual awards in memory of his mother. A cash prize is awarded to a senior class student outstanding in scholarship, selected by the faculty from those attending Lake Forest College the entire four years. This award is announced and presented the day of the annual Spring Senior Honors Convocation. Awards are also given at the Fall Convocation to the students with the best all-around academic record of the previous year's juniors and sophomores.

The McPherson Prizes for Excellence in Scholarship - Each year several prizes given for excellence in scholarship are named after the Reverend Simon J. McPherson. A sum of $3000 was contributed in 1899 by his friends to establish prizes in English, philosophy, foreign languages, and dramatics. The winners are chosen by the department heads, and are announced at the Spring Senior Honors Convocation.

The Edward H. Oppenheimer Memorial Prize - Awards are given each year to a senior man and senior woman who are judged by a committee consisting of the three Student Government officers, two representatives from the Dean of Students Office, and one faculty member chosen by the committee, to have contributed most to the College Community. The prize, given by James K. Oppenheimer, Class of 1965, honors his father. It is awarded and announced at the Spring Senior Honors Convocation.

Phi Beta Kappa Senior Thesis Award - This award is given in recognition of outstanding scholarship, intellectual maturity, originality, and competence in academic skills as evidenced in the senior thesis. This award is presented at Senior Honors Convocation by the Lake Forest College Phi Beta Kappa Association.

The Tamara Lee Wefler Award - This award was established by the Class of 1977 in memory of their classmate Tamara Lee Wefler (1955-1975). The prize will be awarded annually to that senior whose independent spirit has encouraged the acceptance of a diversity of values and beliefs among the student body; whose inspiration and enthusiasm have promoted the highest standards of character and integrity in others; and whose actions have

consistently demonstrated a sensitivity for and an interest in the welfare of others. This award is to be conferred by a committee consisting of the three Student Government Officers, two Deans of Students and one faculty member to be selected by the other members of the committee. It will be announced and awarded each spring at the Senior Honors Convocation.

ART

The Senior Prize in Art History - This prize is the result of a generous anonymous donation. The prize is intended for the student, or students, who in the judgment of the Chairperson of the Department have been outstanding in Art History. It is awarded at Senior Honors Convocation.

Angela Knott Butler Prize in Studio Art - This prize is established through the generosity of Hartman L. Butler, Jr., and is named in memory of his wife. It is to go to the student who in the judgment of the Art Department has been the outstanding senior studio artist. It is awarded at Senior Honors Convocation.

ATHLETICS

The Letterman's Plaque - The athletic letter winner having the best scholastic record for the three terms preceding the annual Fall Convocation will be honored by having his/her name engraved on a plaque which hangs in the Alumni Memorial Field House. A senior winner is honored at Senior Honors Convocation.

The Nicholas J. Wasylik Senior Athletic Award - This award was created and endowed in 1983 by Seymour H. Knox IV, a Lake Forest College graduate of the Class of 1979, to honor Nicholas J. Waylik, who served on the faculty of the College from 1958 to 1979 as Director of Athletics, Coach, Physical Educator, and in his earlier years as Assistant Professor of Russian. The Award is presented to the senior athlete who best emulates the positive, outgoing attitude as well as the drive and determination of Nicholas J. Wasylik. The recipient is chosen by the Director of Athletics, in consultation with the members of the Athletic Department. An engraved bowl is presented to the student at the Senior Honors Convocation and his/her name is inscribed on a NICHOLAS J. WASYLIK SENIOR ATHLETIC AWARD PLAQUE, located in the Sports Center.

COMPUTER STUDIES

The Senior Prize in Computer Studies - The Lake Forest College Women's Board has created a senior award to be presented to a truly outstanding student major in Computer Studies, to be chosen by the departmental faculty in Mathematics and Computer Studies. The Prize is presented at the Spring Senior Honors Convocation.

ECONOMICS

The H. Murray Herlihy Prize in Economics - This award was created and endowed in 1982, initially by a 1974 alumnus as well as by other students, to honor Professor Herlihy, whose influence during his 25 years of service to the College, from 1957 to 1982, has touched their academic and

professional careers. It is awarded to the outstanding senior Economics major at the Seniors Honors Convocation.

The Warren A. Peterson Memorial Prize in Economics - This award was established by members of Mr. Peterson's family. The prize is awarded annually to student(s) majoring in Economics, with grades, activities, and leadership qualities being the criteria used for selection. It is awarded at the Spring Senior Honors Convocation.

ENGLISH

The Gail DeHerder Prize in Creative Writing - The Class of 1959 established a memorial fund to honor Gail DeHerder, a member of the class for three years. The income from this fund is used to provide a cash prize to be awarded each year, at the Spring Honors Convocation, to the senior who submits the best piece of creative writing. Only students who have attended Lake Forest College the entire four years are eligible.

HISTORY

The Richard Watson Hantke Award in History - This award is presented to a graduating senior majoring in history or in an interdisciplinary field in which the study of history is emphasized, who, in the opinion of the history faculty, clearly merits recognition for distinguished performance in the study of history at Lake Forest College, as evidenced in classroom work, in independent study and research, and in general appreciation of the discipline of history. The award is presented at Seniors Honors Convocation.

LINGUISTICS

Superlative Achievement in Linguistics Award - This award is presented to a student who demonstrates superlative achievement in the linguistics courses offered by the Department of Foreign Languages and Literatures. It is usually awarded to a senior chosen by the Language Department faculty and is presented at a departmental meeting.

MATHEMATICS

The Harold Bartlett Curtis Prize for Mathematics - In 1967 alumni and faculty members who knew Professor Harold Bartlett Curtis during his long period of service to Lake Forest College created an endowment fund in his honor in order to establish a prize to a senior who is judged by the faculty of the Department of Mathematics as the outstanding student majoring in mathematics. The prize is an appropriate set of books chosen by the recipient in consultation with the Mathematics Department and presented at Senior Honors Convocation.

POLITICS

The Solly A. Hartzo Award in Politics - In 1971 the Department of Politics established an endowment fund, the income from which is to be used to provide the Solly A. Hartzo award for excellence in the study of politics

and government. This annual award in memory of Professor Hartzo, a member of the faculty for thirty-five years until his retirement in 1965, is presented at the Fall Convocation to an outstanding junior student majoring in politics and selected by the faculty of that department.

PSYCHOLOGY

The Sterling Price Williams Prize - This prize in psychology, given by friends in honor of Dr. Williams, Professor of Psychology and Philosophy at Lake Forest, consists of books on the subject of psychology chosen by the recipient. The student to whom the award is made is selected by the members of the faculty of the Department of Psychology as the senior psychology major who shows greatest promise in this field. It is awarded at the Spring Honors Convocation.

RELIGION

The Scott Award in Religion - In 1957, Miss Mildred Scott of Cleveland, Ohio, established by endowment "The Scott Award for Excellence in the Study of Religion." The annual cash award honors her parents, Mr. and Mrs. Lyman H. Scott. It is given at the Fall Convocation to that student, usually a junior, who, in the opinion of the faculty in the Department of Religion, has done the most outstanding course work in that department.

THE SCIENCES

American Institute of Chemists Award for demonstrated leadership and character as well as high scholastic standing and potential for advancement in the chemical profession. The award is presented at a departmental gathering.

Analytical Chemistry Award - This award is given by the Analytical Division of the American Chemical Society. The prize is a one-year subscription to the Journal of Analytical Chemistry and is awarded at a departmental meeting.

The Chemistry Achievement Awards -CRC Press of Cleveland, Ohio, gives annually a copy of the Handbook of Chemistry and Physics to an outstanding student in freshman chemistry. The recipient is selected by the faculty of the Department of Chemistry and honored at a departmental gathering.

The Fredericka L. Stahl Memorial Award for Excellence in Science - Judge Haas established these annual cash awards in memory of his wife for excellence in science. The recipients of the awards are determined by a committee of faculty members and announced at the Spring Seniors Honors Convocation. The prizes are awarded to the senior class students who have the best records in the field of natural sciences during the four years they have attended Lake Forest College. Students who major in biology, chemistry, and physics are eligible. Excellence in the natural science courses forms the primary basis for selection. Attitude, habits of work, and spirit of cooperation are all taken into consideration by the committee.

Freshman Achievement Award in Biology - This award is presented at a departmental gathering to the freshman whose performance in biology courses is deemed best by the biology faculty.

The Merck Award in Organic Chemistry - Merck & Company of Rahway, New Jersey, presents a copy of the Merck Index at a departmental gathering to the outstanding student in Organic Chemistry.

SECTION III

CAMPUS SERVICES

ADMISSIONS - Patterson Lodge

"Spike" Gummere, Dean
Cynthia J. Bradley, Assistant Director
Henryne Green, Admissions Officer
Carmine Salvucci, Assistant Director
Emily Sands, Assistant to the Dean
Mary Beth Snyder, Assistant Director

The Admissions Staff encourages the participation of students, faculty, and staff in the admission process since it is vital that prospective students experience as much of campus life as possible. The Admissions staff is available to answer questions about the College, arrange for tours, and help students plan for college. Students, staff, and faculty are encouraged to contact the Admissions Office with names of prospective students.

ALUMNI OFFICE - North Hall, Third Floor

Claudia Ericson, Assistant Director of Alumni Relations

The Alumni Office organizes activities to maintain relations with former students of the College. The Office also provides current students with a typing service for resumes and letters to prospective employers and graduate schools. There is no charge for this service.

BOOKSTORE - Commons Ground Level

Madge Buchholz, Manager
Hours: Monday-Tuesday, 8:00 a.m. - 7:00 p.m.
Wednesday-Friday, 8:00 a.m. - 4:00 p.m.

The College Bookstore carries leisure reading paperbacks, books by faculty authors, art supplies, school supplies, sundries, T-shirts, greeting cards, magazines and newspapers. The Bookstore is self-service and students may write checks for a maximum of five dollars above the cost of their purchase. NO PERSONAL CHARGES and NO CREDIT CARDS accepted.

RETURNS POLICY: Books will be accepted for full price, if not written in, with cash register receipt during the first two weeks of class. If book is written in, the Bookstore will refund 1/2 of the original price during the first two weeks of class. After the first two weeks of class you must have a drop slip and cash register receipt in order to return books. Drop slips will not be accepted if more than two weeks old. All books listed as required will be considered as such until the instructor notifies the Bookstore. At the end of the term, the Bookstore will buy back a book for 50% of new price, if the book is to be used the next term.

SECTION III

CAMPUS SERVICES

Books may be sold at the end of fall and spring terms to a wholesaler. A wholesale price catalogue is available in the Bookstore for price reference. Merchandise other than books may be returned within two weeks of purchase, with the cash register receipt.

BUSINESS AND FINANCE - North Hall 107

Theodore R. Carlus, Vice President, Business
Leslie Thomas Chapman, Associate Vice President, Business
Jane Shillinglaw, Assistant to the Vice President, Business

The Business Office oversees the Bookstore, Mail Service, Cashier, Physical Plant, Print Shop, Purchasing and Accounts Payable, and Personnel Offices. In addition, the Business Office is responsible for student health insurance, all internal accounting, budgeting, and accounting for special funds and grants.

CAMPUS ACTIVITIES - Commons Main Floor

Wayne Doleski, Director

The Campus Activities Office plans and sponsors social, cultural and special academic events, maintains the Master Calendar (scheduling and reservations), publicizes via the Capsule, distributes complimentary tickets for special events in and around Chicago, arranges trips to cultural and entertainment events in Chicago, sponsors leadership education workshops, and provides services regarding international student travel.

CAREER PLANNING AND PLACEMENT - Young Hall 222

Naomi Tsuzuki Ewing, Director
Granger Kenly, Officer - Employer Development

The Office of Career Planning and Placement (CP & P) helps students develop career objectives and prepare for post-graduate placement. Workshops and individual counseling assist students in job-hunting strategies (resume/cover letter writing, interviewing, occupational research.) Computer-assisted career guidance is also available. Sunday supper seminars specifically designed for sophomores will utilize alumni and other speakers to focus on the opportunities related to academic disciplines. A mentor program for juniors will be established to connect juniors with practitioners in their fields of interest. While there will be several graduate schools and employers recruiting on campus, emphasis will be placed on "taking the job search to the street."

CASHIER - North Hall 107

Ilse Beaufoy

Students can cash checks up to $20 per day and can also pay their bills at the cashier's window. Students forfeit the right to cash their personal checks if two of their checks are returned by their bank. There is a $7.00 service charge for any check returned by the bank. If a student loses a paycheck there is a $5.00 charge to stop payment, reissue, or pay cash. A limited supply of stamps and postcards is available for purchase from the cashier.

COMMUNITY EDUCATION AND GRADUATE PROGRAM IN LIBERAL STUDIES - Young Hall 222

Arthur Zilversmit, Director

This Office is geared to meet the needs of non-traditional-aged students and has a special interest in providing academic counseling for adult learners. The C.E. office urges all non-traditionally aged students to drop into the office, 222 Young Hall, to discuss any problems or questions. During the regular academic year all non-traditional-aged students are invited to a series of informal discussions at lunchtime. The Office also supervises the graduate program, the Master of Liberal Studies, and runs a series of non-credit workshops for the North Shore community.

COMPUTER SERVICES - Donnelley Library

James Oddo, Acting Director
Hours: 8:30 a.m. - noon, 1:00 p.m. - 5:00 p.m.
Monday through Friday, except holidays.

COUNSELING CENTER - Johnson 173 (Call extension 361 or 362)

Dr. Phylis Frankel, Director

Individual counseling is available to students who are experiencing academic, personal, or emotional difficulties. In addition, a variety of workshops are available to all students who may wish to further their personal growth and development. The workshops, generally, focus on enhancing the effectiveness of one's ability to communicate and relate to others, increase achievement motivation, manage test anxiety and improve study skills.

Complete confidentiality is absolutely assured, and there is no fee involved for services provided to students.

DEAN OF FACULTY - North Hall 103

Bailey L. Donnally, Provost and Dean of Faculty
George L. Speros, Associate Dean of Faculty

The Dean of Faculty oversees all academic programs and departments, Community Education, the Registrar, Libraries, Computer Services, The Writing Center, faculty services, academic advising, and academic discipline. In addition, the Dean periodically reviews the academic records of every student and notifies students of their progress toward obtaining a degree.

DEAN OF STUDENTS - Young Hall 212

Eric R. Riedel, Dean
Steven J. Watter, Assistant Dean
L. Adriana Bonewitz, Administrative Assistant

The Dean of Students staff is responsible for residential life (housing, room draw, room changes, and purpose units), residence hall staffing, student development programs, judicial and disciplinary matters outside the classroom, leaves of absence, withdrawal from the College, medical withdrawals, orientation, student records, veterans affairs, emergency/off-campus program loans, mid-semester freshman academic

performance review, review of damage charges, and international student liaison with the U.S. Government. In addition, the Dean of Students oversees Campus Activities, Career Planning and Placement, Campus Ministry, Counseling, Health, Food, and Security services.

DEVELOPMENT OFFICE - North Hall 3rd Floor

Gene Brandt, Vice President for Development
Judith M. Gooch, Director of Development
Robert Wiegand, Director of Planned Giving

The Office of Development is responsible for fund-raising for the College, Parent's Weekend, alumni records, the Public Relations Office, and the Alumni Office.

EMPLOYMENT OF STUDENTS

Students interested in obtaining employment on campus should see the Director of Financial Aid. Student aid recipients receive first consideration for such employment, but approximately 30% of the students employed are not recipients of financial aid.

Part-time off-campus employment is handled by CROYA (Committee Representing our Young Adults) and CP&P (Career Planning and Placement). Positions considered to be "pre-professional" in nature are listed with CP&P, while all other opportunities (clerical, manual labor, baby-sitting, house-sitting, etc.) are listed with CROYA. CROYA applications are available throughout the year in the CP&P office; CROYA interviews take place on campus in the beginning of each academic year (off-campus interviews can also be arranged).

FINANCIAL AID - North Hall 200

Gordon White, Director and Assistant to the President
Mary Linne Schell, Assistant to the Director

The Office of Financial Aid assists students in evaluating their eligibility for institutional, state and federal financial aid programs. The Office also coordinates on-campus student employment.

FOOD SERVICE

James F. Stiloski, Director
Jan Thalman, Operations Director
Mary Morrison, Cafeteria Manager
Rich Reder, Catering/Snack Bar Manager

The Food Service is run by Szabo Food Service Company. Menu choices are designed to please the tastes of the majority, while at the same time allowing some individual preferences. Suggestions and comments from students are welcomed.

All food must be eaten in the Dining Room. A valid Food Service sticker is required for entry into the Cafeteria. The Food Service sticker is available outside the Cafeteria during Registration. After

Registration, you can obtain your Food Service sticker at the Food Service Office, which is located downstairs in the Durand Commons Building. Meal prices are: $2.50 for breakfast, $3.00 for lunch, $4.25 for dinner.

Hours:

Cafeteria

Monday - Friday	breakfast	7:30 a.m. - 9:00 a.m.
	lunch	11:00 a.m. - 1:30 p.m.
	dinner	5:00 p.m. - 6:30 p.m.
Saturday	breakfast	8:00 a.m. - 9:00 a.m.
	lunch	11:30 a.m. - 1:00 p.m
	dinner	5:00 p.m. - 6:00 p.m.
Sunday continental	breakfast	9:00 a.m. - 10:30 a.m.
	brunch	11:00 a.m. - 2:00 p.m.

Snack Bar

Monday - Friday	8:30 a.m. - 11:00 p.m.
Saturday	5:00 p.m. - 12:00 a.m.
Sunday	5:00 p.m. - 12:00 a.m.

HEALTH INSURANCE PROGRAM

All full-time students of the College are eligible for the student health insurance program; students residing in the College's residence halls are required to participate in the plan unless a written waiver is presented indicating evidence of equal or superior coverage. Insurance waiver forms may be obtained from the Business Office. The completed waivers must be returned to and approved by the Business Office before October 1, 1985 for full cancellation and February 1, 1986 for partial cancellation. This insurance covers a 12-month period for the 1985-86 academic year. Because of the low cost, $92 per year, this policy looks first to any other coverage before honoring claims. The provisions of the College Insurance Plan are detailed in a separate pamphlet available in the Health Office or the Business Office, and copies of the brochure are also mailed to all parents. Claim forms are available at the Business Office. It is the responsibility of the student or parent to have completed the proper claim form and present it to the Business Office for processing. The College insurance plan does not cover the costs of eyeglasses, private doctor's office visits, dental care (except resulting from injury to sound natural teeth up to $100 per tooth), outpatient diagnostic charges (except resulting from an accident), or maternity care.

The College carries an additional insurance policy for varsity athletic teams; this policy also first looks to other coverage. Charges in addition to those covered by the policy are borne by the individual.

HEALTH SERVICE - Sports/Health Center Building (Main Lobby)

Nancy Ryan, M.D., Medical Director
Carole Klepper, R.N., College Health Nurse Practitioner

Hours: 9:00 a.m.-12 noon and 1:00-4:00 p.m., Monday through Friday.

Appointments are encouraged. Please call 234-3100, ext. 502 for an appointment.

The Lake Forest College Health Service, in cooperation with Lake Forest Hospital, exists to assist the students of Lake Forest College in maintaining a state of optimum health in order that they can pursue their studies at the College to the best of their abilities.

Emotional and physical needs of the students are met in a way which is both corrective and educational.

It is required that all students show proof of equal or better insurance coverage than that of the College carrier, or else pay for coverage with the College company.

Health care for faculty and staff is not a duty of the Health Office. However, in an emergency, treatment will be provided and immediate arrangements made for further emergency treatment elsewhere.

A. EMERGENCY SERVICE

In the event of an urgent illness or injury occurring when the Health Service is not open, the student should be seen in the Emergency Department of Lake Forest Hospital. NOTE, however, that referral by the Residence Staff or Security is required.

B. CHARGES

Services are provided at the College Health Service for students who have paid the clinic fee. Scheduled visits at the College Health Service with the nurse or physician, dressings and physical examinations, mono spot, and urine tests for pregnancy are included. All other laboratory work and diagnostic x-rays are not covered by the clinic fee. Students properly referred to Lake Forest Hospital Emergency Room (by the Nurse, Residence Staff, or Security) will receive a college discount on their charges.

Students not properly referred will be expected to pay the full emergency charge made to private citizens who use the emergency facilities of the hospital.

C. HEALTH RECORDS

All new, transfer, resident and commuter students are required to complete a Medical History Report. A pre-entrance physical examination including a urinalysis, hematocrit and serology with current immunization history is required prior to registration. This should be done by the student's own physician (form included in the Medical History Report). Students will not be permitted to register until the completed Medical History Report with Physical Examination is received by the Health Service.

If the student leaves the College and returns after a period of one year has elapsed, the medical report record must be updated by reporting to the nurse at the Student Health Service for re-evaluation. If the student remains at Lake Forest College without leaving for a period greater than one year the health record will remain valid. This health record becomes a permanent part of the student's health file. When the student leaves the College, having graduated, transferred, or withdrawn,

the health record will be kept for no less than seven (7) years. The professional staff of the Health Service will chart in the student's health record. The health record will remain a confidential document and information will be released only with the written permission of the student.

D. SPORTS INJURY & TEAM PHYSICALS

Athletic-related injuries must be seen in the Health Service if at all possible. Most injuries do occur during intercollegiate athletic events, and these events are scheduled most often at times when the Health Service is closed. In these cases the injured student should be taken to Lake Forest Hospital Emergency Department.

Physical examinations are required of all students who play sports. All new students (freshmen, transfers, commuters, residents) who plan to participate in intercollegiate sports must sign a release before a copy of their pre-entrance physical examination can be released to their coach. Students will not be permitted to participate in intercollegiate sports if this requirement is not met. Physical examinations for returning upperclassmen are done in the Health Service by the nurse or a physician at an appointed time and date, or can be done by their own physician. Physical examination forms are available at the Health Service or the Athletic Office.

E. MEALS

In the event that a student is confined to the residence hall by illness or injury, a meal ticket for a sick tray order may be obtained in the Health Service or after hours from the Residence Staff.

The sick tray order card will state the length of time for meals and the type of foods the student should receive. This card enables another classmate to bring food from the cafeteria to the ill student.

INTERFAITH CENTER (IFC) - downstairs in Reid Hall

Ron Miller, Coordinator

The purpose of IFC is to facilitate the spiritual search and growth of Lake Forest College students in a context reflecting the pluralism of campus religious life. A student steering committee suggests and implements programs to meet current campus needs. Activities sponsored include: denominational services on Sunday evenings, weekly New Testament Study and Torah Study, daily meditations. The Interfaith Center also heads two major outreach programs: a yearly Fast For World Harvest project coordinated through Oxfam; a home repair project in Appalachia involving student volunteers. The faculty coordinator, Professor Ron Miller, serves as liaison with the Dean of Students Office and with the student steering committee. He also works with local clergy who minister to various denominations of students.

LIBRARIES

Arthur Miller, College Librarian
Victor Biggs, Assistant Librarian. Circulation, audio-visual, micro-computers, reference.

Pat Cardenas, Assistant Librarian. Reference, government documents.
Heidi Ford, Assistant Librarian. Technical Services.
Joan Gibbs, Assistant to the Librarian. Technical Services
Doris McKinven, Office of the College Librarian. Administrative Assistant; Archives and Special Collections.
JoAnn Parker, Circulation Assistant.
Margaret Soter, Assistant to Public Services.
Guynell Williams, Assistant Librarian. Reference, Interlibrary Loan, Database Searching.

HOURS:	DONNELLEY	FREEMAN SCIENCE
Mon.-Thur.	8:00 a.m.-midnight	8:30 a.m.- 11:00 p.m.
Fri.	8:00 a.m. - 10:00 p.m.	8:30 a.m.- 5:00 p.m.
Sat.	8:30 a.m. - 10:00 p.m.	10:30 a.m.- 11:30 p.m.
Sun.	10:00 a.m. - midnight	

Reserve Readings

Teachers often assign readings in the library, "put them on reserve." These are available in both libraries. "Closed" reserves are available in both Donnelley and Freeman; in Donnelley at the Reserve Desk, near the check-out desk. In Donnelley, "closed" reserves are available fewer hours than the buildings: check the posted schedule. Donnelley "open" reserves are on browsing shelves in the Reserve Reading Room. All Donnelley reserves are used in the Reserve Reading room, except 1-day and 3-day items which can leave.

Course Syllabi and Exams

Course syllabi (or schedules of assignments) and exams are on file in Donnelley closed reserve.

Course Research Help

Reference librarians, available during most library hours in Donnelley, welcome students seeking this kind of help in finding information and ideas for term papers, debates, projects, etc. For help in Freeman Science, ask the student assistant on duty to call for a reference librarian to come and help, or provide assistance over the phone.

New technologies offer extra help in finding specialized and current information. Ask the reference librarians about data base searches (no charge to students.)

Catalogs of Holdings

- LCS: an online, user-friendly listing by title and author of holdings at LFC and 25 other Illinois libraries. Fast current access to what is available. Use in Donnelley and via any terminal to campus (PDP 11) computer. Instructions available in Donnelley. Terminals in Freeman, Johnson, and Young, as well as Donnelley lower level.

- Card Catalog: subject access and back-up author and title access to LFC book holding.
- Periodicals list: periodical holdings at LFC plus Lake Forest Graduate School of Management (South Campus), Lake Forest (public) Library, and Barat College.

Photocopies ($.10)

Donnelley
Main Level: (1) card catalog area and (2) reserves
Lower Level: (3) center (behind stairs) and
(4) reader/printers in microform room.

Freeman Science Library
(5) terminal room, south side

Change

In Donnelley, at card catalog, is a changer for bills ($1.00 only, giving 10 dimes), and quarters.

Other Libraries

How students draw books from other libraries:
- Books and articles on Interlibrary Loan: fast service (usually two days to a week), no charge. Ask at Reference Desk, and plan ahead (as did 460 students in 1984-85.)
- Visiting other libraries. Many libraries in town and in the Chicago area allow LFC students to use their collections on site or (sometimes) to borrow books. Ask at Reference Desk about the options available.

Audio-Visual (A - V)

Among services available:
- Video-tape equipment use and viewing, relating to course work.
- course - use of movie and slide projectors, tape recorders, and audio tapes (music, language.)
- Microform reading equipment and copiers (A-V staff provide instructions and assistance for users.)

Micro Computers and Software

Micros are available in Donnelley for word processing and other course-related applications (no games). Software for various users (from signs to taxes) are available for use in Donnelley, at closed reserve.

Career and Graduate School Information

In Donnelley a variety of resources are on hand to aid the student planning for the post-college experience:
- Corporate reports (selected), on closed reserve.
- Graduate school catalogs (selected), on open reserve.

- Reference books on companies ("Chicago," "International," "High Tech," etc.)
- Current news on companies (for interview preparation)
- General books to help the job hunter: resumes, job strategy, dress, specific careers, etc.

Ask Reference Librarian for assistance.

Smoking and Food and Drink

Smoking and eating or drinking are not permitted in the building. The Lounge on the upper level is designated a smoking area.

Library Committee

A faculty/student library committee advises the administration and the College Librarian on library matters. The names of current committee members can be obtained from the College Librarian or the Dean of Faculty's office.

LOANS (Emergency/off-campus programs)

Loan funds are available from the Dean of Students for short term emergency expenses and to assist students who wish to participate in off-campus study programs, practice teaching, or other academic opportunities directly supported by the College.

Funds may not be loaned to pay College bills or other expenses which should normally be anticipated as a cost of attending college (e.g. telephone bills, car maintenance, etc.)

Loans will be granted for specifically demonstrable emergency educational or personal expenses (e.g. medicine expense, travel expense due to death or illness in the family, etc.).

A nominal interest charge is levied for use of these funds, and payment is due prior to the end of the academic year. Grades and transcripts will be withheld from delinquent accounts.

ORIENTATION

Orientation leaders are selected each year to welcome new students to the College. Orientation is the responsibility of the Dean of Students Office.

PERSONNEL - North Hall

Leslie Thomas Chapman, Associate Vice President, Business

This Department processes the paychecks of students and regular College employees. Annual W-2 Wage and Tax Statements are issued from this office. All student employees must file annual federal and state W-4 statements with Personnel through the Business Office. Student paychecks are issued bi-weekly and are available from the Cashier. Paydays are listed on the time card. Other aspects of student employment, such as assignments, time cards, and rate of pay, are the responsibility of the Financial Aid Office.

PHYSICAL EDUCATION AND ATHLETICS - Sports Center

Mike Dau, Director

The athletic program is designed to serve student needs and interest on four levels: intercollegiate competition, intramurals, club sports and non-credit physical education (skill) courses.

Facilities are available for racquetball, squash, handball, basketball, volleyball, tennis, weight training, hockey, ice skating and swimming.

Sign-up sheets are available for the handball and squash courts.

Men's and women's locker rooms are equipped with saunas. The swimming pool is open when posted, and swim attire is required.

PHYSICAL PLANT - Physical Plant Building

A.F. Zabor, Director
Bob LePak, Assistant to the Director
George Martinovich, Chief Engineer
Vicky Heath, Departmental Assistant

The Physical Plant is responsible for the operation and maintenance of all campus buildings and grounds. The responsibilities include housekeeping, boiler plants, energy conservation, groundskeeping, motor pool and maintenance. The work operation includes painting, plumbing, electrical, carpentry and engineering aspects. The housekeeping operations involve custodians.

POST OFFICE - Commons, Lower Level

All incoming and outgoing mail and packages are processed through this department. The mailroom is a United Parcel Service depository; however, no wrapping services are available; packages should be ready to go when taken to the mailroom.

All students are assigned a mailbox which is located on the lower level of Commons. All students retain the same mailbox throughout their tenure at LFC.

PRESIDENT - North Hall 211

Eugene Hotchkiss III, President

The President is the chief executive officer of the College. All officers of the College report directly to the President including the Provost and Dean of Faculty, Dean of Students, Dean of Admissions, Vice President for Development, Vice President for Business, Director of Athletics, and Director of Financial Aid.

The President's Office maintains regular College hours. An appointment may be necessary in order to see the President. In the President's absence, his secretary will refer inquiries promptly to the appropriate person.

PRINT SHOP - Young Hall Annex

Teddi Scholz, Manager
Chris Friestedt, Assistant Manager

Print Shop Hours: 8:30 a.m. - 12:00 p.m.
1:00 p.m. - 5:00 p.m.

Two Xerox copiers are available to students for sharp, clear photocopies at a special student rate. Several paper colors are available.

PUBLIC RELATIONS - North Hall, Third Floor

Helene D. Lewis, Director of Public Relations

The Public Relations Office is responsible for the publication of Spectrum and Newsbeat, and provides news, features, and sports information to the media, including hometown stories on student activities and achievements.

PURCHASING AND ACCOUNTS PAYABLE - North Hall

Mary Glenz

Accounts Payable processes all requisitions, purchase orders, and invoices for payment. They also handle reimbursements for College expenses to faculty, staff, and students.

REGISTRAR - North Hall 209

Ruthane Bopp, Registrar

This office handles course registration, course information, and transcripts.

SECURITY - Commons, Second Floor

Don Craft, Director

The Security Department is dedicated to the safety and protection of the College and the community. The success of the Security Department in the performance of its duties is largely measured by the degree of support and cooperation it receives from the people it serves. All members of the College community are expected to comply with the directions of Security Officers, and students and their guests are required to present their I.D. cards when requested to do so.

VAN RENTAL

The Physical Plant has two vans available for rent to recognized student groups. Vehicles may be used only for College-connected and approved activities. Drivers have to have an operator's license and be certified by the Physical Plant as being authorized to drive these vehicles. The cost will be 20 cents a mile plus $1.00 an hour. Twelve-hour periods cost $10.00 plus 20 cents a mile. Twenty-four hour periods cost $15.00 plus 20 cents a mile. Minimum charge is $4.00. Reservations must be made in advance. Any alcoholic beverages being

consumed or transported in the vans will result in person(s) or organizations having privileges of driving vans or van rental suspended for one year.

WRITING CENTER - Donnelley 48 (lower level; enter through the Library)

Gertrude Grisham, Director

The Writing Center offers free tutorial assistance, information, and resources to all students who want to become better writers, or learn to cope with unfamiliar writing tasks of every type: short papers, lab reports, business letters, research papers, senior theses or letters of application. The Center Director and a staff of well-qualified student tutors provide a free support service at all levels of writing competency - help with grammar, punctuation and manuscript preparation as well as style; guidance for organization, outlining and proofreading, and instruction in word processing on microcomputers. Handouts on various aspects of writing are available free of charge, and a well-stocked library of writing handbooks, style manuals and dictionaries may be consulted in the Center's tutoring offices. These materials cover the needs of all disciplines taught at the College, just as the tutorial staff represents a wide spectrum of disciplines and writing experience. Please note: the Writing Center is not a proofreading service, but a place to learn writing by doing it.

The Writing Center, located at the foot of the stairs on the lower level of Donnelley Library, is open to all members of the campus community at regular hours five days a week, Wednesday evening, and Sunday afternoon. For an appointment, call extension 438 or stop by. Drop-in visitors are welcomed on a first-come, first-served basis.

SECTION IV

RESIDENTIAL LIFE

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RESIDENTIAL LIFE

ADMINISTRATIVE AUTHORITY FOR HOUSING

Housing and specific room assignments are privileges which may be cancelled, withdrawn, or changed at any time at the direction of the Dean of Students or other College officials.

Lake Forest College reserves the right to use all residence halls for housing students or for other purposes during recess periods. Usually, however, only one residence hall will be used.

ARRIVAL AND DEPARTURE TIMES

Students should check in and check out with the Residence Staff of the assigned residence hall. Each student is expected to vacate the campus within 24 hours of her/his last exam. A student dismissed for academic or disciplinary reasons, or who withdraws from the College, is required to depart within 24 hours of notice from a College official, unless immediate departure is specified, or permission for an extension is granted. Late departure will result in a $25.00 per day charge and/or trespass prosecution. Subject to the preceding statements, students may occupy rooms, and must depart, as listed below:

FALL TERM 1985

arrive: new students after 8:30 a.m., August 26
returning students after 8:30 a.m., August 27

depart: all students by Noon, December 19

SPRING TERM 1986

arrive: new students after 1:00 p.m., January 12
returning students after 8:30 a.m., January 13

depart: all students by 5:00 p.m., May 8
(graduating students may stay until 2:00 p.m., May 11)

PLEASE NOTE: Students whose Withdrawal or Leave of Absence is effective prior to the end of any semester for which a validation sticker has been affixed to the I.D. card are required to submit their I.D. card to the Cashier at the Business Office for removal of the validation sticker. Withdrawal or Leave of Absence applications as well as refunds will not be processed until the date the validation sticker is removed. Refunds, when appropriate, are given after all library fines, damage charges, etc. have been assessed. Refund policy guidelines are published in the Lake Forest College Bulletin.

BOARD is required of all resident students for the full academic year and is so contracted with the food service company. Requests for release from the board plan should be forwarded to the Business Office with complete medical or religious documentation, which must include a detailed diet signed by a medical doctor or the proper religious leader.

DAMAGE POLICY AND CHARGES

Damage is defined as any change in condition of College-owned property occasioned by carelessness, accident or intentional action on the part of students or their guests.

Charges will be determined, whenever applicable, by the actual amount of cost (material, labor and overhead) of replacement or repair of the property damaged. The individual cost factors will be determined by information obtained from regular work orders used in carrying out the repairs. The cost may include material and labor obtained from outside of the College when Physical Plant determines that that particular action is appropriate.

If a student is found to be responsible for damage incurred, that individual is to be billed the appropriate amount. The billing will be generated by the Physical Plant with copies sent to the student and to the Damage Review Committee. The student's copy will indicate that he or she may appeal the charges to the Damage Review Committee within 10 days of the issue date on the damage charge memo. If there is no appeal, or if the appeal is denied, the Physical Plant will forward the charge to the Business Office at the end of the 10 day period.

Standards of type and quality of repair are to be determined only by the Physical Plant.

General billing will be made to regular repair accounts when the charge has not been made to a specific person(s).

DETERMINING RESPONSIBILITY

The Residence Staff, Physical Plant, Security, and other authorized personnel will have responsibility for calling in damage reports or submitting work orders. 1) The name(s) of the person(s) responsible for the damage should be submitted with the work order or by phone call whenever possible. 2) When damage is accidental, the reporting person should write "accident" on the work order. 3) When the damage appears intentional but no responsible party is known, the reporting person should write "party unknown" on the work order. 4) When a damage incident is under investigation, the reporting person should write "under investigation by _____" on any work orders and indicate who is conducting the investigation. 5) While the College only seeks to charge those responsible for damage, persons who tolerate abuse of the residence halls are also responsible for the cost. If the individual responsible is identified, only that individual will pay. When the responsible individual cannot be identified, those persons living or present in the area may be charged.

Resultant charges should be processed by the Physical Plant through its regular procedures. The billings will be generated by the Physical Plant with instructions that the individual(s) being billed may appeal to the Damage Review Committee if desired. Appeals must be submitted to the Damage Review Committee within 10 days of the date on the damage charge memo.

On a weekly basis, a Damage Review Committee comprised of a representative from the Dean of Students Office, Physical Plant and Security, and a student appointed by the Executive Committee of Student Government, will examine the weekly damage reports and hear any student appeals. The committee shall have the authority to cancel specific charges, or to levy charges when investigation by the Committee yields identification of the responsible parties. Final authority and responsibility for all matters pertaining to damage on campus rests with the Dean of Students.
At the end of the school year, all rooms will be inspected and occupants will be charged for missing or damaged items. A $25.00 charge will be assessed for leaving a messy room. The condition of the room as indicated on the Room Inspection Form completed by the student upon moving into the room will serve as the basis for the end-of-the-year inspection.

FIRE SAFETY

Fire safety is an issue of paramount importance to all individuals at Lake Forest College, especially residents. In order to adequately safeguard lives and property, please do the following whenever the fire alarm sounds:

1. Close windows;
2. Open drapes and/or shades;
3. Turn on lights;
4. Lock doors and take keys; <u>if fire or smoke is in the immediate vicinity</u>, <u>close but do not lock doors</u>;
5. Exit quietly and move away from the building.

It is also suggested that you take the following articles:

1. Coat (particularly in inclement weather);
2. Shoes (appropriate for fire escapes and the elements);
3. WET towel (to be used over head and face in the event of smoke or flames).

DO NOT RETURN to the building until the all clear alarm is sounded. Students who fail to vacate the building during a fire alarm will be issued an Administrative Warning.

After careful review of existing fire code regulations in 1982, the Lake Forest College Fire Safety Task Force found the College in compliance with all local and state ordinances. However, no amount of planning or an elaborate detection system can stop sheer carelessness on just one individual's part. With this in mind, <u>all residents</u> should follow the following procedures:

1. Room decorations - tapestries should be set against the wall and well away from all outlets. Room furnishings must not impede quick access to corridors from the sleeping areas, especially in the quads. Fire retardant sprays are suggested for all wall coverings.

2. Appliance use - appliances in student rooms should be regulated by common sense. DO NOT OVERLOAD ONE OUTLET WITH A MYRIAD OF EXTENSION CORDS AND OCTOPUS PLUGS - an overload could cause an electrical fire.

3. Smoke detectors - smoke detectors as well as approved extension cords are available at local hardware stores. In addition, Physical Plant will provide information on the proper size and weight for all extension cords.

4. Trash cans - keep trash cans away from bed coverings and furnishings. Do not store cans in closet. Do not throw cigarettes into trash cans!

PROHIBITED:

1. Storage of flammable materials;
2. Storage of newspapers in residence halls;
3. Storage of motor-driven vehicles in residence halls.

False Alarms or tampering with fire safety equipment violates Illinois law and will be severely dealt with by the Conduct Board and/or civil authorities.

Fire escapes and fire doors are to be used only when the alarm sounds. Use of fire escapes or fire doors is strictly prohibited at all other times.

TO REPORT A FIRE, CALL THE LAKE FOREST FIRE DEPARTMENT (234-2121) AND THEN CALL CAMPUS SECURITY (234-3100, ext. 555).

HOUSING CHOICES, CHARGES, AND CHANGES

A. Room charge: Single, double, triple, quad, and Deerpath Hall suite accommodations are available for $1170 per person per academic year ($585.00 per billing period).

B. Room Changes: Following the second full week of classes and prior to the last four weeks of classes in any term, requests for room changes will be processed by the Dean of Students staff. Consultation with roommates and Residence Staff is expected prior to presentation of room change requests. A list of vacancies is posted in the Dean of Students Office, and a Room Change Request Form must be filed in order to be considered. Change requests are processed weekly and are approved on the basis of seniority. Approved room changes must be made within 72 hours. The Arrival and Departure Procedures published in this Section should be followed, and failure to move may result in doubled room rent charges.

C. Room Selection (Room Draw): Students who have established a $100

credit with the Business Office by April 2, 1986, are eligible to select rooms for the 1986-87 academic year in order of their position on the randomized computer draw list. A student who has not established the $100 credit balance by this date will lose his or her room draw number. If the credit balance is established after this date but before the room draw, the student will be assigned a number at the bottom of the list of numbers for the student's class. Spring term class standing, as determined by the Registrar, determines which of the following Room Draw dates apply:

April 8 - Seniors and Juniors
April 9 - Sophomores
April 10 - Freshmen

Housing floor plans are posted one week prior to room draw. For information on the $100 credit requirement, see Student Handbook Section I, "Pre-Registration and Room Draw Credit Requirements."

Persons who want housing at any other time should complete a Housing Preference Form at the Dean of Students Office. Anyone who does not participate in Room Draw will be assigned housing at the end of the summer. During the academic year, assignments will be made as soon as possible.

Members of approved Purpose Units and individuals who have filed an OFF-CAMPUS application may not participate in Room Draw.

Students living off-campus at the time of the draw will be presumed to be off-campus students for the coming term unless they make appointments with a member of the Dean of Students staff to discuss their plans to move from off-campus housing to on-campus housing in the fall.

D. Summer Housing is available only for the following:

1. Students attending summer school at LFC.
2. Students employed full-time on campus.

Applications are available at the Campus Activities Office and are due by April 21, 1986. Late applications will be accepted if space is available.

The cost of summer housing is determined in the spring and a deposit must accompany the application. Food service is available (cash basis) when summer school is in session. A non-refundable Activity Fee is also required of all summer residents.

Summer residents must vacate the campus within 48 hours of termination of College employment or classes.

E. Off-Campus approval will be given to all sophomores, juniors, seniors, and married students who submit an application to the Dean of Students Office.

Freshman students may obtain an off-campus release if (a) pursuing an educational project (e.g., tutoring in return for room

and/or board), or (b) eligible for a work/live-in arrangement with a local family during the release period. The applicant must submit a written statement which describes the terms and conditions of (a) or (b) with the application. The terms and conditions statement must include the signature and address of the person(s) to whom the student is responsible.

Off-campus applicants may not participate in room draw. Students who submit an off-campus application but are unable to find accommodations should contact the Dean of Students Office for campus housing.

Students who participate in room draw, but who decide to procure off-campus housing after selecting a room, may complete an off-campus housing application upon payment of a $100 penalty fee. (Selecting space in room draw limits the choice of other students and causes the College to rely on the occupancy commitment). The penalty fee will also be required of students who wish to submit an off-campus application during the academic year. If an application is approved, any room and board refund will be determined by College Policy as stated in the Lake Forest College Bulletin.

Off-campus students are expected to keep the Dean of Students Office advised of their addresses and telephone numbers at all times. They are also expected to abide by all College rules and regulations.

KEYS (KEEP YOUR DOOR LOCKED!) are available from the Residence Staff and should be returned to the Residence Staff. A $5.00 key deposit is required each year and will be refunded when keys are returned. Refunds are not issued after May 28.

Lost key replacement charges (non-refundable) are $15.00 per room key, $5.00 per hall key. To secure a replacement, pay the Business Office and bring the receipt to the Physical Plant Office.

Extra room keys will only be issued if a receipt from the Business Office indicating a $20.00 deposit (refundable) and a letter of request signed by all room occupants, the Head Resident, and the resident student who will hold the extra key is presented to the Physical Plant Office. The extra key must be returned to the Physical Plant Office before key refunds will be given to any occupants.

PURPOSE UNITS

Every resident student has a right to draw for space anywhere on the campus. Therefore, purpose units must serve significant purposes to warrant the removal of residence space from the general room draw. Upon application to the Dean of Students, a group of no less than ten, but no more than twenty-eight, may live together in an assigned area of a residence hall.

A. Selection criteria for 1986-87 will be determined by the Dean of Students Office in the fall of 1985. Current criteria include the following:

1. Potential contribution to the College community.
2. Rationale for the unit.
3. Benefit to individual members.
4. Benefit to non-member residents.

More complete information concerning selection criteria and evaluation procedures is available from the Dean of Students Office.

B. Applications are due on February 3, 1986, and a signed Member Application is required for each member of a potential Purpose Unit no later than March 7, 1986. Forms are available at the Dean of Students Office. Neither group nor individual member applications will be considered if unpaid damage charges exist on the respective account in the Business Office. Purpose Unit members are required to establish a $100 credit with the Business Office by March 24, 1986. Space will be withdrawn from the unit for any person who fails to meet credit requirements (see Student Handbook Section I, "Pre-Registration and Room Draw Credit Requirements"). An approved Purpose Unit whose membership drops below ten members will be cancelled. Individuals who complete a Purpose Unit Member Application will not be assigned a Room Draw number and may not participate in Room Draw.

C. Governance will be the responsibility of a leader or leaders elected or appointed by the Purpose Unit. Units are accountable to the Dean of Students staff for the actions of unit members and involvement in the residence halls and will be reviewed annually by the Dean of Students Office. Units are expected to adhere to all College policies, though supervision of more stringent guidelines will be the responsibility of unit members. Whenever an infraction occurs, unit leaders will be required to discuss the incident with a member of the Dean of Students staff. Infractions range in seriousness from minor violations (e.g., violating quiet hours, failing to register a social function) to major violations (e.g., violating prohibitions against hazing, negligence, firearms or drug use). Sanctions for infractions will be determined by the Dean of Students staff. These may include but are not limited to verbal warnings, written warnings, probation or disbandment:

Warnings: A summary of the incident and its resolution and/or a written warning will be sent to the faculty advisor as well as to the president of the unit, and will be placed on file for consideration when the group reapplies for purpose unit status.

Probation: The unit may be placed on probation for a period of time to be specified by the Dean of Students. Probation may result in loss of contiguous living accommodations for members of the unit.

Disbandment: The purpose unit may be disbanded permanently

D. RUSH AND PLEDGING

Rush consists of the activities which take place prior to selection of members (e.g., smokers, punt parties).

Pledging consists of the activities which take place after an individual has been invited to joining an organization, including initiation activities.

1. During the fall semester, Rush is limited to one weekend after mid-semester break. The date of Rush Weekend will be determined by the Dean of Students in consultation with Purpose Unit leaders.

2. To be elegible to join a Purpose Unit a student must have earned a minimum of a 2.0 grade point average in the semester preceding pledging.

3. Rush and pledging activities which may involve alcohol are prohibited from Sunday evening through the end of classes on Friday.

4. Purpose Units are required to submit to the Dean of Students a written rush/pledge activity plan endorsed by the officers and faculty advisor of the group at least ten days before activities begin.

5. All activities associated with joining a Purpose Unit must be completed by March 8, 1986.

The pledge master and the other active members of the purpose unit, as well as the pledges themselves, are obligated to use good judgment during the pledging process. While it is permissible for purpose units to require that pledges participate in prescribed activities, acts which intentionally or unintentionally cause mental or physical harm, discomfort, or harassment are strictly prohibited (see hazing). Activities which directly or indirectly interfere with academic performance or classroom decorum are prohibited as well.

Public buffoonery and farcical stunts should be limited by the bounds of community taste and tolerance as determined by the Dean of Students staff. Such activities are prohibited off campus, with exceptions made only after prior consultation with the Dean of Students staff.

As a general rule, the unit pledge master should consult regularly with the Dean of Students staff prior to and during the pledge period to ascertain that proposed activities are consistent with College policies.

E. SPACE RESPONSIBILITIES

Purpose unit members are responsible for their lounge, hallway, and balcony areas when these areas are accessible only to

members or guests of the unit. In addition, purpose unit members are responsible for public areas directly connected to unit space (e.g., the corridor outside a unit lounge, the stairwells leading to a lounge) during the registered or de facto hours of a unit function that is open to members and guests. Thereafter, proprietary responsibility rests with the Residence Staff and/or all residents of the building.

The test for purpose unit responsibility is "reasonableness." Unit members are expected to take reasonable steps in the planning of events to insure the safety of persons and property. It is reasonable to expect that the consumption of alcoholic beverages will be controlled by unit members. It is reasonable to expect unit members to escort "problem" people out of the residence hall, not just out of the lounge or room. It is reasonable to expect designated unit members to serve as host/bouncer/sergeant-at- arms type persons during unit functions.

F. SOCIAL HOST RESPONSIBILITIES

1. Purpose Units should provide semester social plans to be coordinated under the direction of the Director of Campus Activities. Included under this provision are all events to which any non-member is invited.

2. Space for functions restricted solely to members need not be registered (except for activities associated with rush and pledging, which must be cleared with the Dean of Students staff in advance).

3. Space for gatherings of more than 35 people must be registered FIVE WORKING DAYS IN ADVANCE. Space for other gatherings may be registered by noon of the same day on which the activity is to occur. Weekday social functions are discouraged.

4. Requests for exceptions to the aforementioned will be addressed by the Director of Campus Activities.

5. All persons in registered space must have Lake Forest College I.D. cards or guest I.D. cards. Serving alcohol to an underage non-student is grounds for severe disciplinary action including disbandment.

6. Whenever an alcoholic beverage is served, food and an equally attractive and available non-alcoholic beverage MUST be provided.

7. Noise monitoring, clean-up, checking I.D. cards, and crowd control are the responsibility of the purpose unit. Clean-up must be completed by noon of the day following the event.

8. Music and alcoholic beverage service must stop at 1:00 a.m. on Friday and Saturday nights.

RESIDENTIAL REGULATIONS AND SERVICES

Appliances in student rooms should be regulated by common sense. Those with self-contained thermostatically controlled heating elements may be used. Other appliances may only be used in residence hall kitchenettes. Circuit capacities may require additional limitations which must be followed for the safety of everyone. When in doubt, ask!

Balconies are inappropriate for barbecues, parties, or amplification equipment.

Barbecues may only be used outdoors, away from buildings, and in an appropriate container. Barbecues are prohibited on balconies, and briquets or fluid may not be stored in student rooms.

Bicycles may be parked in assigned areas inside and outside the residence halls. Bicycles must be registered with the City of Lake Forest. This can be done at the Campus Security Office.

Candles may be used during religious holidays and at other times if enclosed in a glass chimney and used with extreme care. Strobe candles are prohibited, and no candle should be kept burning when occupants are asleep or out of the room.

Guests may share occupant facilities for periods up to 72 hours provided the Head Resident is notified. All guests must have a guest I.D. card (available from the Head Resident) and a designated resident student host. Lack of notice and/or extended occupancy will result in a $10.00 per day charge to the resident and trespass prosecution of the non-resident.

Housekeeping and Maintenance services are the responsibility of the Residence and Physical Plant staffs. Problems should be reported to the Residence Staff who will contact the Physical Plant. The Physical Plant office will only accept Work/Repair Requests from the Residence Staff. Housekeeping services are provided in bathrooms (except Head Resident apartments), hallways, and other public areas.

Kitchenettes are available in all residence halls and the cleanliness of these areas is the responsibility of the user. Where abuse is evident, kitchenettes will be closed.

Laundry facilities are provided in all residence halls. Problems should be reported to the Head Resident, and refunds are possible by reporting the machine location and number to the Dean of Students Office.

Lounges and Furniture are located in all residence halls and the cleanliness of lounges is the responsibility of all students. Removal of furniture is prohibited, and replacement or moving charges will be assessed against anyone who removes lounge furnishings.

Noise levels should conform to reasonable standards allowing the pursuit of academic objectives at all times. At no time should

amplification equipment or noise be directed outside the individual room. Courtesy, cooperation, and the exercise of individual responsibility is expected at all times. Administrative Warnings will be issued for noise that disturbs academic endeavors (as well as sleep during reasonable sleeping hours), and individuals are expected to monitor their own noise level. Verbal warnings are NOT a prerequisit to issuance of an Administrative Warning, and Residence Staff are NOT authorized to establish such an arrangement.

An environment conducive to academic pursuits is the responsibility of each individual. In the event that a student is unable to secure such an environment, the assistance of the Residence Staff should be requested.

Painting and Room Decoration should be guided by common sense. Painting is permitted only after a Residence Hall Room Painting Contract is completed with the Business Office and appropriate steps followed.

Room Painting Contracts are available at the Cashier's window in North Hall. A $40.00 refundable deposit is required to paint a room. No other room painting process is permitted. Other decorations are all right as long as they do not constitute any kind of hazard and are removed upon departure with no marks or other damage remaining. Occupants are fully accountable for the condition of their rooms and charges for tape marks, nail holes, etc. will be made at the end of the year.

Penalties for violation of any residential conditions or College regulations will include administrative warnings, Judicial Board action, and civil or criminal action depending on the act. College policies and regulations as published in the Lake Forest College Bulletin, Student Handbook, "Campus Capsule," and Stentor are binding on all Lake Forest College students.

Pets are strictly prohibited in residence halls or other public areas. Small animals in cages or bowls (e.g., fish, but not snakes) are permitted if registered with the Head Resident. The occupant is responsible for any eventualities resulting from the presence of a pet. Failure to remove any animal when requested may result in eviction of the resident. When in doubt, ask!

Residence Staff

Each residence hall has at least one Head Resident or Resident Assistant who is a member of the Dean of Students staff. These persons are responsible for the operation and management of the residence hall, development of Hall Councils and in-residence programs, communications between residents and the faculty/staff concerning academic, social or personal matters, and the general conduct of individual residents.

Shipping to the College should be in care of the Physical Plant where shipped items are also to be claimed. Shipping to and from the College is entirely at the owner's risk.

Storage on campus is at the owner's risk. The College cannot be responsible for damage to or theft of articles left on campus.

Each residence hall has designated storage space. During the academic year and over the summer, students may store up to three trunks, boxes, or the like. Bricks or bookcases are acceptable provided they are neatly piled in a corner or stacked against a wall.

For your protection, all items should be boxed, dated, and labeled. Unidentified materials will be disposed of in order to maintain maximum usable space.

In the spring, items for the following year should be stored in the residence hall to be occupied in the fall.

Vending Machines (soda pop and candy) are placed in residence halls at the initiative of a College-contracted vendor. If money is lost in a residence hall machine or in other soda pop or candy machines elsewhere on campus, contact the Dean of Students Office.

Water Beds are only permitted in Deerpath, Gregory, McClure, Nollen, Roberts, and the annexes of Blackstone and Harlan. Engineering limitations prohibit water beds anywhere else on campus.

A Water Bed Agreement must be filed with the Head Resident, and anyone with a water bed is responsible for any resultant damages, including personal liability in case of electrical shock.

Parents of dependent students are to be made aware of the Water Bed Agreement by the student with the water bed.

Students with water beds should bring their own hoses for filling and emptying the beds.

RIGHTS AND RESPONSIBILITIES OF RESIDENTS are as follows:

Residents have the primary right to study and to sleep in the residence halls. While program interests and social activities are part of the residential experience, the primary function of Lake Forest College is intellectual and personal development, and a suitable atmosphere is necessary to achieve this end. Courtesy, cooperation and the exercise of individual responsibility is expected at all times.

Residents are guaranteed privacy within the confines of their rooms on campus. Representatives of the College should not enter a student's room except under the following conditions:

1. For the purpose of inspecting rooms for general physical conditions and/or damage when written notification has been posted in the residence hall 48 hours in advance of any such action.
2. When the student has specifically requested a repair.
3. For the purpose of inspecting rooms for fire safety. Disciplinary action against a student on the basis of such entry is limited to violations of fire/safety rules or stolen property.

4. During vacation periods if the room is vacant. (If the room is occupied during the vacation period, the usual 48 hour notification applies). Inspections at this time are limited to room condition and fire safety. A minimum number of fire inspections per year are required by law, and the Physical Plant is better able to perform these routine inspections during the vacation periods.
5. In emergency circumstances when imminent danger to life, health, safety, or property is reasonably feared.
6. When there are noises or disturbances which may affect others.
7. When, under the authority of the Dean of Students Office, there is evidence that College regulations have been violated. Such evidence is to be based upon direct observation of the violation or upon report from an identifiable source.

The right to enter is not synonymous with the right to search. When fire and safety checks are involved, any search shall only be authorized to establish that no violation of fire and safety standards exist.

College-owned premises occupied by students and the personal possessions of students shall not be searched except under court authority or by permission of the Dean of Students Office. To obtain permission from the Dean of Students Office, application must be made to the Dean of Students specifying the reasons for the search and the objects or information sought. The student occupant should be present, if possible, during the search.

If a student believes that entry into or search of his premises violates the regulations established above, he should bring his accusation both to the President of the Student Government and the Chairman of the College Life Advisory Board. They, in turn, shall refer the accusation to a Review Board consisting of three students appointed by the President of the Student Government and two faculty members designated by the Chairman of the College Life Advisory Board. If the accusation is sustained, the student bringing the accusation shall not be charged with having violated College regulations on the basis of evidence gained by means of the unacceptable entry or search.

SOCIAL FUNCTIONS (Outdoors and Indoors)

Space for social functions is to be reserved by completion and filing of a Facility Registration Form. All-campus parties must be registered at least five days prior to the event and approved by the Director of Campus Activities.

1. Gatherings of more than 35 people will be categorized as an all-campus events. Lounges for such gatherings must be reserved 5 days in advance. Approval of both the Director of Campus Activities and Head Resident is required, as is notice to the Dean of Students Office and Campus Security.

2. Space for functions limited to members of a particular group (and their social affiliates) or to no more than 35 students must be registered by noon of the same day on which the activity is to occur. Earlier registration is appreciated.

3. Outdoor functions are prohibited unless approved by the Director of Campus Activities after consultation with the Dean of Students.

4. All persons at a function for which space has been reserved must have Lake Forest College I.D. cards or guest I.D. cards. Serving alcohol to an underage non-student is strictly prohibited.

5. Space for weekday social functions will usually not be granted.

6. Non-resident students may not reserve residence hall facilities.

7. Fire and safety occupancy limits must be observed in plans for activities in College facilities.

8. Noise monitoring, clean-up, checking I.D. cards, and crowd control are the responsibility of the individuals reserving the facility. Clean-up must be completed by noon of the day following the event.

9. The exchange of money in a reserved facility may only take place with the permission of the Dean of Students.

10. Music and alcoholic beverage service must stop at 1:00 a.m. on Friday and Saturday nights.

11. Whenever an alcoholic beverage is served, food and an equally attractive and available non-alcoholic beverage must be served.

SECTION V

POLICIES AND PROCEDURES

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POLICIES AND PROCEDURES

ACTIVITY FEE FUNDING GUIDELINES

Discussions within the College Council in the Spring of 1973 and among students have led to the establishment of new priorities for determining the expenditures of the Activity Fee, and of new procedural guidelines to control these expenditures.

The Activity Fee is determined in amount by the Administration of the College and is collected by the Administration as a part of the general fee structure of the College; failure to pay the fee results in suspension of a student's registration at the College.

The College will allocate the fee to Student Government twice each year, in September and in February. The responsibility for the disbursement of these funds lies directly with Student Government and its officers, the President and the Treasurer.

The Administration reserves the right to withhold funds already collected if the Student Government should cease to exist or if procedures are not adequately enforced, and to revise the fee or to cancel it entirely for a given year if it is determined that the established priorities are not being met and/or procedures are being violated, or for the best interests of the College.

A review may be held at any time at the request of either Student Government or the Administration, and will be held each year no later than February (prior to the determination of the College's budget); such reviews are to be accomplished by the College Life Advisory Board, which shall report its findings to the Office of the Dean of Students.

Priorities

The Activity Fee shall be distributed in recognition of the following priorities:

a) maintenance of a representative Student Government;
b) encouragement of responsible Student Government, through procedures which recognize and reflect individual expressions of funding priorities;
c) maintenance of an effective, community-wide communication system on campus (e.g., The Stentor, WMXM);
d) support of a comprehensive program of community-wide cultural activities;
e) encouragement and support of a residence hall program which includes housing units;
f) encouragement and support of sub-groups within the total community, which contribute to the strength of the entire community.

Procedures

a) The Budget of Student Government shall be set annually by the Government in the spring of each year.
b) All accounts of Student Government will be maintained within the College's accounting system and will be subject to semi-annual review by the College's Business Officer.
c) All programs, events, publications, etc. supported by the Activity Fee shall be open equally to all members of the College Community.
d) All expenditures, whether by Student Government or by those organizations granted "economic autonomy," must be in conformance with civil law and College rules.
e) Neither Student Government nor organizations granted "economic autonomy" may participate in deficit spending.

ATHLETIC ADVISORY COMMITTEE

1. Duties:
   The Advisory Committee may be consulted in any manner affecting the operations of the department, and will be consulted in the evaluation of staff and (when calendar permits) in the appointment of new staff. A meeting of the Department with its Advisory Committee shall take place at least twice a year.
2. Composition:
   a. Four varsity sports representatives (two men and two women) to be selected each fall by varsity team captains from within their own group.
   b. Two intramural representatives to be selected each fall by the fall intramural captains.
   c. One club sport representative to be selected annually by the Club Sport Committee.
   d. It should be noted that any student may place him/herself on the ballot by presenting a petition signed by at least fifty members of the College community, provided that he or she meets the appropriate requirements for that position.

BULLETIN BOARDS

Bulletin boards in Commons list daily campus events, job opportunities, events in Chicago and other important notices.

All notices should be approved and stamped in the office of the Director of Campus Activities before they are posted.

COLLEGE COMMONS

The Commons area serves as the hub of the campus community. Suggestions for developing and promoting recreational, cultural, and social programs in the Commons should be made to the Office of the Director of Campus Activities. Please note the following Commons' regulations:

1) Animals are not permitted in the building
2) Furniture may not be moved from one room to another except when approved by staff personnel.
3) No one is permitted to remain in the building after closing hours
4) Bulletin board notices must be approved and stamped by the Office of the Director of Campus Activities before they are posted
5) Solicitations are prohibited except under solicitation guidelines in this section.

Cooperation by all members of the College community will be appreciated and will aid in the efficient operation and maintenance of the Commons building.

DRIVING ON THE GRASS

A $25.00 fine will be imposed for driving or parking on the grass and/or sidewalks.

DRUG/ALCOHOL REGULATIONS

Drug Policy

The following are prohibited and are deemed to be contrary to the best interests of both the College and the Community:

1. Use, possession, sale or distribution of illegal substances;
2. Abuse of over-the-counter or prescription drugs; and
3. Possession of drug paraphernalia, except under proper medical direction.

The College is not a sanctuary protecting those who violate laws concerning illegal substances and College officials will cooperate with legal authorities whenever necessary and deemed appropriate. Violations will be referred to the Drug Hearing Board.

Alcohol Policy

Lake Forest College is committed to maintaining a community environment which is characterized by mutual respect and responsible behavior, and in which each individual may fully realize his or her intellectual potential. The College considers the abuse of alcohol inimical to the health and welfare of the individual, as well as to the academic integrity of the community.

The College is committed to encouraging responsibility in the use of alcohol, providing opportunities for all students to become better informed about substance abuse in general, and assisting those who experience problems stemming from alcohol dependency. At the same time, the College expects students to obey state laws regarding the purchase, possession and consumption of alcohol, and will not accept "intoxication" as a an excuse for abusive, disorderly, or destructive conduct.

State Law

The State of Illinois requires that persons be 21 years of age or older to purchase, possess or consume alcoholic beverages, including beer and wine. In addition, individuals who misrepresent their age in order to purchase alcoholic beverages, or who sell or give alcoholic beverages to underage persons are in violation of Illinois law. Maximum penalties for violations of state statutes range from 30 days in jail and a fine of $500 to 364 days in jail and a fine of $1000.

College Regulations

1. Students may possess and consume alcoholic beverages only in private locations on campus: individual rooms and designated areas within residence halls.

2. Drinking in public -- in corridors and on balconies of residence halls, in academic and athletic buildings, in Commons, at athletic events, on campus grounds and lawn areas -- is prohibited.

3. The sale of alcoholic beverages by students is prohibited.

4. Activity Fee funds may not be used for the purchase of alcoholic beverages.

5. Drinking games, contests, and coerced drinking of any kind under the auspices of College-sanctioned organizations are prohibited.

6. The following are required for residence hall parties or campus-wide social events at which alcohol is served:

   a. The Social Function Registration Form must include the names of at least three persons who will assume responsibility for sponsoring the event, checking I.D.'s, and supervising conduct;

   b. Reference to alcoholic beverages may not be used in advertising as an inducement to participate in the event;

   c. Non-alcoholic beverages and food must be available and featured prominently at the event.

Violations of these regulations, as well as disorderly or destructive conduct associated with drinking, are considered serious offenses and may be referred to the Conduct Board for disciplinary action, including suspension or expulsion from the College. Use of alcohol which is judged to pose a direct threat to the well-being of the user or other members of the community may also be referred to the Conduct Board for action, ranging from referral for treatment and/or counseling to suspension or expulsion from the College. For any student perceived to be alcohol-dependent, the Committee on Dispositions or Conduct Board may require appropriate medical evaluations in the course of making a determination about that student's well-being.

FEDERAL REGULATIONS AND GRIEVANCE PROCEDURES

In accordance with federal legislation, grievance procedures related to Public Law 92-318 (Title IX) and the Rehabilitation Act of 1973/Section 504, have been developed. Any grievance brought under the umbrella of these procedures must, by law, be specifically limited to the issue covered by these laws.

I. Sex Discrimination:
No student shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Title IX, which prohibits sex discrimination in education, requires the adoption of a grievance procedure to handle allegations of sex discrimination against students.

A. Scope of Review:
The inquiry must be limited to a consideration of whether the action or decision was tainted by the irrelevant consideration of sex. The Grievance Committee cannot make a de novo decision or substitute its judgment for that of the decision-making committee or administrative supervisor responsible for the decision.

B. Procedures:
1) Individuals with a grievance should discuss the grievance with the Dean of Students.

2) Failing resolution, the individual may petition the Grievance Committee to hear the complaint. The petition shall set forth in detail the nature of the grievance and shall state against whom the grievance is directed.

The Grievance Committee shall be the Conduct Board.

The Committee, following the limits addressed in Section A ("Scope of Review") will attempt to make its report within ten days. If recommendations are made to the President, the President will inform the Committee of his disposition of the matter.

II. Handicap Discrimination
Lake Forest College does not discriminate on the basis of handicap against any otherwise qualified person by denying him or her participation in, or the benefits, of any College program or activity.

A. Procedures:
Section 504 requires the adoption of a grievance procedure to deal with allegations of discrimination on the basis of handicap. If a member of the student body feels there is reason to believe that handicap discrimination has occurred, under Section 504 of the Rehabilitation Act of 1973, grievance should be handled in the following manner:

a) Individuals with a grievance should notify the Assistant to the President, Mr. Gordon White of their grievances, in writing, within seven days of the alleged incident.

b) Failing resolution, follow appropriate grievance procedures established for sex discrimination.

FIREARMS/FIREWORKS

The possession, carrying, or use of firearms, including rifles and shotguns, ammunition, explosives, or other dangerous weapons, instruments, or substances in or upon College premises, except by law enforcement officers, is prohibited. This regulation includes pellet guns, BB guns, slingshots, and firecrackers.

HAZING

Lake Forest College explicitly and emphatically outlaws hazing. Hazing is defined as any action taken or situation created by any group, on or off College premises, intentionally designed to produce mental or physical harm, discomfort, or harassment. Such activities and situations include but are not limited to paddling in any form, creation of excessive fatigue, physical or psychological shocks, morally degrading and humiliating games and activities, late work sessions which interfere with academic goals, coerced drinking, and any other activities which are not consistent with the guidelines, regulations, and/or policies of the College.

Hazing violations will be dealt with under the College's Judicial System. In addition to those sanctions included in the Judicial System, the Dean of Students staff may administer sanctions which include but are not limited to warnings, probation, or disbandment of organizations. (See Student Handbook, Section IV, "Purpose Units".)

IDENTIFICATION CARD

The I.D. card must have a current validation sticker attached in order to be considered valid. It must be presented upon request to any College official, Security Officer, Residence Staff member, Librarian, and at campus functions (e.g., purpose unit parties) or facilities (e.g., Sports Center, Library, Dining Hall) where identification is necessary.

The I.D. card should be carried at all times. It is furnished by the College for use as a means of personal identification as a Lake Forest College student and represents membership in the College community.

I.D. cards are available at the Security Office on weekdays between 9:00 a.m. and 4:00 p.m. Replacements for lost or damaged cards are available upon payment of a $5.00 (cash) charge.

I.D. cards are not transferable, and misuse or alteration of a Lake Forest College I.D. card will result in disciplinary action.

JUDICIAL SYSTEM

I. Purpose

The status of Lake Forest College as a residential academic community and the student's position as a citizen of that community make necessary certain regulations designed to protect and promote a learning environment, to maintain order, and to control behavior that infringes on the rights and freedoms of others. The primary objective of the College is to provide human and physical resources most conducive to the education of its students. A college education is primarily academic and intellectual in nature, but it also includes the development of attitudes and values which encourage mature, responsible behavior.

The Judicial System is an integral part of the educational process in two ways: it provides those students who administer it a learning opportunity and it requires of all students behavior consonant with decency, recognition of the rights and property of others, and obedience to the laws of the land.

II. General Statement

The judicial procedures of Lake Forest College have been established to provide justice in cases of alleged violations of College regulations by students. These procedures invoke the College's disciplinary authority and should be distinguished from public law enforcement, which is the province of local, state, and federal officials. If alleged acts are violations of both public law and the College regulations, this document neither requires nor precludes College jurisdiction.

When a minor violation of College regulations occurs, the student involved shall be issued an administrative warning, subject to validation by the Dean of Students. When a major violation of College regulations occurs, all members of the College are responsible for reporting the facts to a member of the Committee on Dispositions. That committee shall review the facts and take appropriate action: it may advise the plaintiff that no further action is possible; it may advise the plaintiff to seek the assistance of civil authorities; it may record the conduct as a matter of record; or it may continue the investigation. If the case is found to merit a hearing, the Committee on Dispositions shall notify the Conduct Board. The Conduct Board shall hear the Case and may assign authorized sanctions up to and including suspension and expulsion.

Lake Forest College's judicial authority originates in the Board of Trustees and the President of the College. Changes in this document may be recommended by the College Council to the President of the College.

III. Minor violations of the College regulations...including but not limited to excessive noise, the keeping of pets, and the discharge of fire extinguishers...shall be dealt with through the issuance of

administrative warnings. A student may be issued an administrative warning by a residence hall staff member, Security Officer, Dean of Students staff member, or authorized Librarian. (A Security Officer will attempt to inform a residence staff member before issuing a warning.) Administrative warnings shall be cumulative over the period of one academic year plus one additional term (at the end of this period all administrative warnings will be removed from the record); three valid warnings may result in further sanctions.

Major violations of College regulations shall be considered by the Committee on Dispositions and the Conduct Board. These regulations include but shall not be limited to:

1. Physical or verbal abuse or intimidation of any person or conduct which threatens the health or safety of any person.
2. Campus disorders...participation in actions which disrupt legitimate activities of the College, as well as behavior which interferes with the free speech or the rights of access to College facilities of any member of the College.
3. Theft of, or intentional damage to, property of the College, or of a member of the College.
4. Unauthorized entry to or use of College facilities.
5. Forgery, alteration, or misuse of College documents, records, or identification.
6. Perjury...the conscious furnishing of false information to College officials, the Committee on Dispositions or the Conduct Board.
7. Violation of public laws or College regulations pertaining to firearms, incendiaries, explosives, and other dangerous items.
8. Failure to comply with directions of College officials acting appropriately in the performance of their duties, including the refusal to present a College identification card to a College official.

IV. The Committee on Dispositions

a. Composition - The Committee on Dispositions shall be composed of a Dean of Students staff member, chosen by the Dean and who shall serve as chairperson; a member of the Faculty selected by the Faculty Personnel Policies Committee; and a student selected by the Executive Committee of the Student Government. (The latter two must be approved by the President of the College.) The Committee shall be appointed no later than the ninth week of the spring term and shall take office at the beginning of the academic year.

b. Process - A member of the College who has a complaint which could lead to a judicial action should bring it immediately to the attention of a member of the Committee on Dispositions. The complaint must be of sufficient specificity to enable the Committee to make an intelligent decision as to the competence of the College to handle the complaint. The person filing the complaint shall be called the plaintiff, and the person cited in the complaint shall be called the respondent.
The Committee shall meet as soon as possible after receiving a complaint, at which time it will decide how the investigation as well as judicial aspects of the case should be handled. The Committee may require any member of the College involved in a violation of College regulations to appear; information given the Committee by such individuals may in turn be requested by the Conduct Board or the President.
The Committee shall advise all parties of their rights and courses of action open to them, including the right to seek assistance from local law enforcement officials. Once the plaintiff reports an alleged offense, he or she shall become a witness to the facts if and when the case is brought to a hearing.

c. Roles - The Committee may act in a mediatory role and, with the plaintiff's consent, may talk separately with the other parties involved, may bring all parties involved together to discuss the matter, or may use any other means of mediation that is appropriate. Some complaints may thus be satisfactorily resolved without subsequent proceedings. If the Committee decides to forward a case to the Conduct Board for a hearing, it shall develop the case so that the Conduct Board can hear and evaluate all relevant testimony. If the Committee decides that there is insufficient evidence to warrant pursuing the case, it shall so inform the plaintiff and the respondent. In such cases the Committee may choose to record in the respondent's file the conduct in question. Such record will be removed upon graduation.

d. Reporting - The Chairperson, after consulting with other members of the Committee, shall submit in the spring to the College Life Advisory Board, the College Council, and The Stentor a report of the Committee's activities during the academic year, including recommendations for the future.

V. The Conduct Board

a. Composition - The Conduct Board shall be composed of five students and two faculty members. The students shall be nominated by the Executive Committee of the Student Government. Before the names are submitted to the President of the College for final approval, they shall be posted for one week, during which students shall be urged to examine the list and make any objections known to the Executive Committee. The faculty members shall be selected by the Faculty Personnel Policies Committee and their names submitted to the President for final approval. One student alternate and one faculty alternate shall be selected in the same manner. The Executive Committee and the Faculty Personnel Policies committee shall take into account in the appointments the need for broad representation of the various groups within the student body. The appointments shall be made no later than the ninth week of the spring term, with the new Conduct Board members taking office at the beginning of the next academic year. (After the appointments are made, the chairperson may, under pressing circumstances, call upon new members as substitutes.) The Chairperson of the Conduct Board shall be a student elected by the five students, two faculty members, and two alternates.

b. Quorum - A quorum shall be constituted by six members. The faculty alternate and the student alternate may attend meetings of the Conduct Board even though they may not be serving actively. A member of the Dean of Students staff shall also attend meetings as an observer, and may participate in cases. A member of the Conduct board may ask to be disqualified from a meeting on grounds of possible prejudice.

c. Reporting - After consulting with the Conduct Board, the chairperson shall submit, in the spring, to the College Life Advisory Board, the College Council and The Stentor a report of the Board's activities during the academic year, including a summary of violations and sanctions assigned, and recommendations for the future.
d. End of term and summer procedures - The validity and disposition of complaints arising during the last week of classes (or later during the spring term) or during the summer session shall be determined by the Dean of Students or his/her appointed alternate. The student charged may request a hearing by a special committee appointed by the President consisting of three students, two faculty members, and a representative of the office of the Dean of Students. The special committee shall elect a chairperson and shall follow the judicial procedures outlined in the Student Handbook.

VI. The Hearing

Hearings shall be relatively informal and procedures shall be flexible. Before a hearing, the Chairperson of the Conduct Board shall recommend procedural guidelines which must not contradict this document. A majority of members present shall be required to adopt such guidelines or to overrule the chairperson. The hearing is closed to all except those conducting it...the alternates, the Committee on Dispositions, the plaintiff, the respondent, the respondent's counsel, and a member of the Dean of Students staff. A tape shall be made of the hearing and shall be kept nine months.

The Chairperson of the Conduct Board shall have the power to summon the presence of any member of the College, as well as any other person. Upon reasonable notice to the chairperson, the respondent or the Committee on Dispositions may call upon the subpoena power of the Conduct Board to call witnesses and order the production of pertinent documents. If a student does not appear when subpoenaed, the Conduct Board may impose a sanction up to and including a judicial citation. For faculty members and administrators who do not appear, sanctions up to letters of censure may be recommended. All witnesses before the Conduct Board may be questioned by the Committee on Dispositions, the respondent and/or the respondent's counsel, and members of the Board.

The respondent shall have the right to:

1. Obtain assistance from the Committee on Dispositions whenever the plaintiff is advised to consult local officials.
2. See a written charge against him/her prior to the hearing and written notice of the time and place of the hearing.
3. Request revision or review of the procedures of the Conduct Board concerning any aspect of the case with which he/she is dissatisfied.
4. Refrain from self-incrimination.
5. Testify and present evidence; present a reasonable number of witnesses in his/her behalf; have an opportunity to question adverse witnesses. In no case shall the Conduct Board consider statements against the respondent unless he/she has been given an opportunity to rebut unfavorable inferences which might otherwise be drawn.
6. Have one counsel, who must be a member of the College, present at the hearing at all times while the respondent is before the Conduct Board. The respondent should inform the chairperson of the Board of plans to have a counsel present.
7. Request the Conduct Board to conduct an open hearing, subject to the right of witnesses to closed testimony.
8. Tape his/her own hearing in addition to the official tape.

If the respondent enters a plea of guilty, the Committee on Dispositions shall present evidence regarding the charge. Upon the conclusion of this presentation, the respondent or the respondent's counsel may speak and request that additional evidence for the defense be introduced by the Committee on Dispositions, or they may themselves introduce evidence. Formal rules of evidence shall not apply; however, evidence must conform to basic standards of fairness. Sufficient evidence to demonstrate an infraction to a reasonable person shall be the standard proof for determining guilt. The burden of proof rests with the party bringing the case. Admissible evidence shall be limited to: facts pertinent to the charge; applicability of regulations on which the charge is based to the facts of the case; and circumstances which might affect severity of any sanction assigned. The Conduct Board may recess at any time upon the order of the chairperson to provide for the gathering of additional evidence.

All matters upon which a decision may be based shall be introduced into evidence in the presence of the respondent at the proceedings before the Conduct Board. A respondent's previous conduct record shall not be made available to the Board until after the decision of guilt has been made, and may be used only in the assignment of a sanction.

At least four members of the Conduct Board must vote to convict for a respondent to be found guilty; the chairperson shall vote only in case of a tie.

VII. Sanctions

In the assignment of judicial sanctions, the Conduct Board shall consider the nature of the violation, the respondent's previous conduct, and the circumstances under which the violation was committed. Furthermore, the Conduct Board shall consider restitution an integral part of any decision on sanctions.

Administrative Warning Sanctions: Whenever possible, an administrative warning shall be given in person at the time of the incident; however, under unusual circumstances it may be delivered to a student through the campus mail. Receipt of an administrative warning shall require the student to report to the Dean of Students Office the next working day, at which time a dean shall review the incident and decide whether the warning is valid. In reaching a decision, a dean may consult the warning official, the student, and others in an informal manner. If the student does not report to a dean, the warning may be automatically validated.

Upon validation of the first warning, notification shall be given to the student, the warning official, the student's academic adviser, and the Security Officer; a record shall also be placed in the student's personal file. Upon validation of the second warning, the Dean of

Students shall notify the student's parents or legal guardian in addition to the aforementioned. In addition, within two working days after validation of the second warning by the Dean of Students, the student may submit a written appeal of the first and/or second warning to the Conduct Board. Failure to appeal within this time prohibits the student from a review of either of these warnings at any future time. Upon validation of the third warning, the student shall be evicted from the College residence halls for at least the remainder of that academic term. The Conduct Board shall decide whether the eviction is to be extended for a maximum of two additional terms. Residential students (in addition to eviction) and non-residential students shall be subject to the assignment of a social contract, a judicial citation or severe citation. No refund shall be given the student for a paid housing fee.

Within 24 hours after the validation of the third warning by the Dean of Students, the student may submit a written appeal of the third warning to the Conduct Board. The Conduct Board shall hear the appeal only if sufficient evidence of real injustice exists; otherwise, the warning shall remain on record.

Major Sanctions

1. Social Contract, a flexible sanction determined by the Conduct Board and agreed to by the respondent and the Conduct Board as being appropriate to the violation, which shall generally involve service to the College or to the Community or which may involve restitution. A member of the Conduct Board selected by the chairperson shall be responsible for supervising the respondent in order to assure that the terms of the contract are met. A Judicial Citation shall automatically be assigned if the contractural terms are not met.
2. Judicial Citation, which causes the respondent to be reprimanded for his or her conduct and to be warned that if he/she is ever (or for a specified period of time) convicted of violating a College regulation again, suspension shall be automatic as the least possible penalty. The Conduct Board shall state the suspension period applicable to the second violation.
3. Severe Citation, which, in addition to the provisions of the Judicial Citation, excludes a student from eligibility for extracurricular activities and from representing the College in official positions off campus. The Conduct Board shall state the period of time for ineligibility.

   With all sanctions, the President of the College retains the power of executive privilege and authority. The respondent may appeal to the President the sanctions determined by the Conduct Board.
4. Suspension and Expulsion are matters of executive privilege and authority which can only be exercised by the President of the College. The President of the College may delegate to the Dean of Students the power of temporary suspension pending final action of civil or College officials if the alleged violation is a potential threat to the safety or well-being of the College or the community.

   The Conduct Board, Academic Honesty Judicial Board, Drug Hearing Board, and the Dean of Students may make recommendations concerning Suspension or Expulsion to the President of the College, who alone has the power to suspend or expel a student.

Suspension of a student for a period of time intended to prohibit that student from completing the semester's work and for any additional length of time up to two academic years shall be called Term Suspension and shall be noted on the student's transcript. Asterisks shall be recorded where grades would otherwise be recorded. Expulsion shall have the same consequences on the transcript as Term Suspension.

Suspension of a student for a period of time not intended to prohibit that student from completing the semester's work shall be called Short Suspension. No notation shall be made on the student's transcript.

Records of judicial action are destroyed upon graduation except in instances of Term Suspension or Expulsion. Students under Term Suspension are not permitted to withdraw from the College in order to avoid the recording of a suspension.

No refunds are available to students who are suspended or expelled. Students must clear financial obligations with the Business Office before transcripts will be released. Students who are suspended must reapply for admission to the College.

Students on Leave of Absence who are assigned a judicial sanction may lose their privilege to return to the College by action of the Conduct Board; this sanction shall be considered equivalent to expulsion of a student enrolled in College.

Students on financial aid should note that they are ineligible for aid reconsideration until after they have made up for credits lost. Eligibility would then be dependent on the availability of aid and applicant need.

VIII. Drug Hearing Board

The Drug Hearing Board shall hear all cases involving alleged violations of the drug policy and decide upon appropriate action based on testimony offered by the Dean of Students (or a designated Assistant Dean) and by the accused. The Dean of Students shall act as soon as possible in bringing cases before the Board. Once the Dean has acted the Board shall be required to meet and render its decision within seven calendar days.

The Drug Hearing Board shall be composed of two faculty and one upperclass student (plus one faculty and one student alternate) appointed by the President of the College upon recommendation from the FPPC and the Executive Committee of Student Government respectively. Board members shall serve two-year staggered terms and the chairperson shall be designated by the President of the College.

IX. Drug Hearing Board Procedure
If there is alleged evidence of violation of the drug policy, the Dean of Students (or a designated Assistant Dean) shall investigate the alleged evidence, confer with the student, and present the alleged evidence to the Drug Hearing Board as promptly as possible. The Dean may request, or the student may present results of appropriate, timely laboratory assessments.

A. The Drug Hearing Board shall hear the student (who may appear by choice or at the direction of the Board) and the Dean's report on the alleged evidence, and shall determine whether the alleged evidence is sufficient to constitute a violation of the drug policy.

B. If it is determined that the drug policy has been violated, the Drug Hearing Board shall recommend appropriate action to the President of the College.

C. The student may appeal the finding of fact of the Drug Hearing Board, or the Board's recommended action, to the President of the College.

D. With all sanctions, the President of the College shall retain the power of executive privilege and authority, including the powers of suspension and expulsion.

Other Guidelines

1. Hearings of the Boards shall be closed.
2. The student and Dean of Students may be present during deliberation of evidence, but not deliberation of action.
3. The Drug Hearing Board shall reserve the right to call witnesses, including the accused.
4. The Board shall find that the drug policy has been violated when there is a high probability that the facts, as alleged, constitute a violation of the drug policy.
5. Decisions of the Board concerning the facts of a case shall be unanimous; recommendations shall be by majority vote of the Board.
6. When a student admits violating the drug policy, a written statement acknowledgng the violaton shall be secured from the student by the Dean of Students on behalf of the Board.
7. When a student has been found guilty of violating the policy, the Board shall produce a written statement of its finding and recommendation for action. Such recommendation shall be forwarded to the President and Dean of Students.
8. Records of Board action shall be destroyed upon graduation of the student except in instances of suspension or expulsion.
9. The chairperson of the Board shall present a yearly summary report to the faculty and Student Government.

MOTOR VEHICLES

All vehicles on campus must be registered with the College.

Commuting students and resident sophomores, juniors and seniors may have cars. The cost for registering a vehicle on campus is as follows:

Resident Student:	$30.00 per year
Commuting Student:	$20.00 per year
Motorcycles:	$10.00 per year

Students not entitled to have their own cars on campus may not drive cars of others. Students must recognize the authority of the Campus Security Officers or lose their permit at once.

Motor-Driven Cycles may not be operated on the sidewalks or lawns on campus.
Inoperable cars (due to any reason) must be removed immediately to the proper parking area by owner.
Unregistered vehicles and improperly parked cars may be towed and/or stored at owner's risk and expense.
Tickets will be issued to violators. Registered vehicles, including motorcycles will be charged $5.00 per ticket. Tickets may be appealed to the Director of Security. Tickets should be paid at the Business Office (or proof of successful appeal should be presented to clear accounts).

Tickets must be paid (or successfully appealed) within 7 days of issuance. After 7 days, fines will double and will be added to the student's account at the Business Office. If a student has successfully appealed a ticket, but has not acted within the 7-day period, there will be a $5.00 service charge for removing the fine.

Parking privileges will be revoked if a student accumulates three unpaid tickets or if any vehicle accumulates six or more violations per year (registered car owners are responsible for all citations received by their cars). When privileges are revoked, the permit must be scraped off, the remains surrendered, and the vehicle must be removed from campus. A $25.00 fine and/or such action as the College deems appropriate will be imposed if the vehicle is on campus at any time after revocation of the permit.
Unregistered vehicles: If three tickets are received before the vehicle is registered, no registration will be allowed and the vehicle must be removed from campus for the year.
Failure to pay tickets or to remove a vehicle whose registration has been cancelled may result in further action by the College.

PRIVACY STATEMENT

1. Directory Information
The amendments to the Family Privacy Act make it possible to release "Directory Information" to any parties without the written consent of the student. As stated in the Federal Register, "Directory Information" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height (of members of athletic teams,) dates of attendance, degrees and awar

received, the most recent previous educational agency or institution attended by the student, the student's class schedule, the name of the student's parents and academic advisor, and other information routinely published in the College directory. Within the first month of classes in the fall, a student who wishes to restrict release of "Directory Information" should give written notification to a member of the Dean of Students staff.

2. Information to Parents of Dependent Students
   The College does not need a dependent student's written consent to send his or her parents the following information: College bills, grades or other academic information (as appropriate), and other information about the general welfare of the student.
3. Confidential Information
   Students may not review their parents' financial records without written consent of the parents. In addition, confidential letters and statements placed in the students' files before January 1, 1975 must have their assurance of confidentiality respected. Otherwise, students may inspect their records in the Office of the Dean of Students.

Persons with questions about the revised law should feel free to consult with the Office of the Dean of Students.

PROPERTY LOSS

Lake Forest College does not provide insurance for students' personal belongings such as, but not limited to, bicycles, stereo sets and clothing. If a student sustains a loss, the College cannot be held liable for the replacement of such loss. It is recommended that the student make arrangements for insurance to cover personal belongings.

In the event that there is the possibility of negligence on the part of Lake Forest College, the alleged damaged property must be immediately examined by a representative of the College, preferably the Security Department, and a claim filed with the student's insurance company. This is not a valuation procedure; it merely establishes the fact of loss and possible College action.

College negligence will subsequently be reviewed. Those claiming such negligence must advise the Business Office, in writing, and send a copy to the Office of the Dean of Students.

If settlement is made, the recipient must sign a statement that no reimbursement has been received or will be received from the insurance company.

RECRUITERS

No student may obstruct other students from access to an exchange of information with a speaker, recruiter, or representative who has made arrangements to visit the College.

No speaker, recruiter, or representative who visits the College shall be permitted to take photographs of demonstrators or in any other way prevent students from exercising their right to demonstrate peacefully.

RESERVATION OF CAMPUS FACILITIES AND SCHEDULING

A. Room reservations for on-campus activities are made through the following offices:

Sports Center: Director of Athletics
Commons Cafeteria, Pierson A/B/C and Commonplace: Director of Campus Activities
All other rooms in academic buildings, including McCormick Auditorium and Reid Auditorium, are reserved as follows:

1. For scheduling every day of the week, contact the Dean of the Faculty.
2. For scheduling McCormick Auditorium and Reid Auditorium after 5:00 p.m., contact the Director of Campus Activities.

The rental of any room or building on campus to an outside person or group is done through the Director of Conferences who will also handle reservations for housing for visiting lecturers and professors.

B. Lounge Reservations - To coordinate the use of residence hall lounges by individual students and groups of students, a reservation form should be completed whenever an activity is planned for a residence hall lounge. Approval by the Head Resident is required and the student(s) reserving a lounge are: responsible for maintaining the facility; responsible for the compliance of participants with College regulations; accountable for clean-up or repairs necessitated by the particular activity.

1. Activities of a party nature (i.e., birthdays) will not ordinarily be permitted during the day and evening preceding a class day.
2. Lounge reservations must be approved by the Head Resident by noon of the day of the event. The Head Resident shall notify Campus Security and the Dean of Students Office.
3. Fire and safety occupancy limits must be observed in plans for activities in residence hall lounges. All-campus or open invitation activities are appropriate only in Commons and must be coordinated with the Director of Campus Activities.
4. Non-resident students may not reserve residence hall facilities.
5. The exchange of money at an activity for which a lounge reservation is secured is strictly prohibited.
6. Activities in lounges will run no later than official College quiet hours (9:30 P.M., Sun.-Thurs., 1 A.M., Fri. and Sat.).
7. Clean-up of the lounge must be completed no later than noon of the day following the event.

C. All campus activities (regardless of the room reserved) must be noted on the Master Calendar in the Campus Activities Office. This can be done via a phone call or by sending a brief written notice. The Campus Activities Office should be notified immediately if any event is cancelled.

SMOKING

No smoking is allowed in any classroom, seminar room, studio, laboratory, library public area, auditorium, the field house, or the chapel. Faculty members are asked to cooperate by refraining from smoking in these places and by requiring student adherence to the rule.

SOLICITATION BY OFF-CAMPUS INDIVIDUALS OR ORGANIZATIONS (including commercial sales, fund-raising, and distribution of literature)

General Regulations:

No person (which includes individuals and organizations) other than Lake Forest College students, faculty, or staff, including such College-recognized organizations which they may form, may distribute literature, advertise, solicit, seek donations, or make sales on campus without the express authorization of the Director of Campus Activities.

Specific Regulations:

A) COMMERCIAL SALES: The Director of Campus Activities may grant permission for solicitations and sales by off-campus concerns. Such permission, when granted, will be subject to such limitations as the Director of Campus Activities may prescribe.

B) CHARITABLE, POLITICAL, OR RELIGIOUS SOLICITATION: As a general rule, representatives of off-campus political, religious, and charitable groups will not be permitted to solicit on campus. However, representatives of such off-campus groups who are acting on behalf of candidates for public office or of bona fide political or religious organizations may obtain permission to sell or distribute their political or religious literature under the following guidelines:

1. Non-members of the College community who are acting on behalf of candidates for public office or of bona fide political or religious organizations and who wish to seek permission to distribute and/or sell political or religious literature on the campus must apply to the Director of Campus Activities between 9:00 a.m. and 5:00 p.m., Monday through Friday.

2. The only site where political or religious literature may be sold or distributed is between the two entrances of the cafeteria in the Commons Building and across from the Commons Desk. Entrances and exits in and around the building shall not be blocked by persons soliticing or selling.

3. The sale or distribution of political or religious literature will be limited to the hours between 9:00 a.m. and 5:00 p.m., seven days a week.

4. Not more than two individuals will be allowed to distribute or sell political or religious literature at any one time.

5. The sale or distribution of political or religious material by

off-campus individuals or groups will be limited to once a month on behalf of any individual or group, but upon petition to the Director of Campus Activities this restriction may be waived at the sole discretion of such Director.

6. Lake Forest College students, staff, faculty, and their respective organizations will have preference in the use of the campus facility described above in paragraph B(2) over off-campus individuals or groups wishing to distribute or sell political or religious literature.

7. Harrassment of members of the College community by those selling or distributing political or religious literature, or sale or distribution outside of the house or location for which permission has been granted, will be cause for the immediate revocation of permission for the sale or distribution of literature.

8. Permission regarding requests under these guidelines may not be granted in particular instances if it appears that any special circumstances relating to College activities may be impeded thereby, or that such permission to sell or distribute political or religious literature may place an unacceptable burden on the College's security forces and administrative staffs.

SPEAKER POLICY

The following excerpt from the resolution adopted by the Board of Trustees on December 2, 1963 is quoted here:

> ...Lake Forest has long recognized that academic freedom for its faculty and students is not a privilege granted by administration and trustees, but an absolutely necessary atmosphere without which excellence in education cannot be attained. If the quest for truth is not free, then both the quest and the truth are seriously endangered. Every teacher and every student at Lake Forest enjoys the rights guaranteed to all Americans by the Constitution of the United States and the privileges traditionally accorded all members of the academic community, both in the classroom and outside of it....in its policy governing this appearance of outside speakers on campus, Lake Forest College seeks only to be assured that such speakers are willing to engage themselves in a rational dialogue with faculty and students, in a give and take of free discussion.

The sole purpose of inviting a speaker is to contribute to the aims of the College as a center of free inquiry and sound learning. To assure that a speaker is the kind of person whose method of presentation is appropriate to the atmosphere of a liberal arts college, the following procedures must be followed:

1. Only organizations officially recognized by the College may invite a speaker to the campus.
2. Before inviting a speaker, student groups must obtain the written approval of the Dean of Students.

3. If the Dean of Students objects to the invitation of a particular speaker, the College Council will automatically review the case before a decision is given to the applying group.

In May of 1966 the Board of Trustees supplemented that statement as follows: The College is desirous of continuing that policy, opening its doors to all points of view. It seeks also, however, to insure that invited guests of the College, or of groups within the College, will be treated with courtesy and respect, and accorded the dignity due to them as human beings, no matter how strongly persons in their audiences might disagree with their ideas.

The College Administration and Trustees, therefore, set forth the College attitude as follows:

1. The College, out of simple courtesy, wishes to protect its guests from insults and indignities.
2. The College seeks to preserve a forum open to all. Freedom of inquiry in a liberal arts college takes precedence over freedom of public demonstration.
3. Picketing or demonstrating are appropriate tools only where the rational processes of discussion have broken down so that negotiation or dialogue is no longer possible.
4. The College wishes to make it clear that outsiders who are not members of the College community and who seek to intervene or agitate on College property, will be treated as trespassers.
5. Further, in order to preserve an orderly atmosphere and avoid possible embarassment to invited guests, the College will prohibit two speakers representing opposing viewpoints on the same date, unless the events have been appropriately arranged in advance and unless both speakers have full prior knowledge and acceptance of the circumstances of their invitation.
6. The College neither has, nor desires, authority to prohibit its students from participating as individuals in picket lines or peaceful and lawful demonstrations off campus on behalf of causes with which they are in "sympathy."

SECTION VI

GOVERNANCE

SECTION VI

GOVERNANCE

The Lake Forest College Governance plan was originally established in 1973 with five objectives:

1. To provide formal ways in which student and faculty voices can be expressed and heard in matters relating to the governance of the College.
2. To make the process of governance visible to all and to establish channels for substantive communication at all levels.
3. To provide a structure to make matters of co-curricular activities a concern of students, faculty, and administration.
4. To develop a form of governance that will not encroach on the primary functions of faculty, students, and administrators.
5. To establish clarity of authority, responsibility, jurisdiction and accountability.

The following represents the Governance plan as of August, 1981.

ARTICLE I

College Policies and Personnel

A. COLLEGE COUNCIL

1. Duties:
   a. Advises the President.
   b. Considers problems and concerns brought to the Committee by any member of the faculty, student body, or administration who submits a written request to the Office of the President. The Council may place the item on its own agenda if a substantial minority of the Council so decides, or it can refer the matter to an appropriate organ of College Governance with the request to keep the Council informed of its disposition of the matter. If there are recommendations on matters of academic policy, faculty personnel policies, or student life, these recommendations must be referred to the appropriate committee for further study, reports or recommendations.
   c. Advises the President on budget priorities for the College.
   d. Supervises and promotes the effective operation of all organs of College Governance and acts as a court of appeals in cases in which a substantial number of people maintain that an organ of College Governance (including Student Government) has exceeded, violated, or not fulfilled its constitutional role.
   e. Acts on Amendments (Article VII, Part B) and forwards same to the Office of the President.
2. Composition:
   a. Four faculty members, three to be nominated by the academic divisions in rotation to serve staggered three-year terms, one to be nominated and elected by the faculty at large to a one-year term.

b. The President of the Student Government.
c. Three students to be elected from the student body at large (see Article VI,A,2 for nomination procedures).
d. The President, who serves as Chairperson, or the President's designee when the President is unavailable.
e. The Dean of Students.

3. Procedures:
The Council will not ordinarily meet in the President's absence, but in case of emergency it can be called into session by the officer designated as Acting President in the President's absence, who will then serve as Acting Chairperson.

B. FACULTY PERSONNEL POLICIES COMMITTEE

1. Duties:
a. Advises the President in establishing policies for appointing, promoting, granting tenure, and formulating policies on fringe benefits, research grants, sabbaticals, and other faculty personnel issues.
b. Through its Promotion and Tenure Sub-Committee, advises the President on specific cases of promotion and tenure.
c. Advises the President on faculty appointments.
d. Meets with the three student representatives to the Academic Policies Committee at least twice a year and considers with them the general policy guidelines established for appointments, promotion and tenure.
e. Serves as a committee on committees, advising the President on candidates for faculty committees. The Committee shall, whenever possible, maintain effective continuity in committee appointments.
f. Appoints faculty members to the College Life Advisory Board and the Campus Program Board.
g. Recommends faculty members for election to trustee committees. In making these recommendations, the FPPC should choose representatives whose role in College Governance committees enables them to represent a link between on-campus governance and the appropriate committees of the Board of Trustees.
h. Advises the President on the appointment or re-appointment of department chairpersons. Each such position shall be reviewed by the Committee at least every three years.
i. Advises the President on specific applications for leaves.
j. Recommends faculty members for appointment to the Committee on Dispositions, Conduct Board, and Drug Hearing Board.

2. Composition:
a. The Dean of Faculty, who is also a member of the Promotion and Tenure Subcommittee.
b. Six Faculty members to be elected as follows:
(1) Promotion and Tenure Subcommittee: three full professors on tenure (one to be elected each year) nominated and elected by the faculty at large to serve three-year terms. If the three-year term is fulfilled, the member will not be eligible for re-election to the Promotion and Tenure Subcommittee for three years. For service of less than three years, the member will be ineligible for re-election for a period equal to the time served. In no case shall two

members of the same department serve on the Promotion and Tenure Subcommittee.
(2) Should it occur that no untenured faculty is serving on the FPPC or elected to it, the member elected in that year (or if two are elected, the one chosen by the smallest number) shall be disqualified and a special election held in which untenured faculty shall nominate and all voting faculty shall vote to elect a non-tenured faculty member to the Committee.
c. All eligible members of the standing Governance Committees shall be eligible for election to serve on the Promotion and Tenure Subcommittee (and thus on the FPPC). If elected, the person must resign from his or her former committee.
d. Members of the Promotion and Tenure Subcommittee who are department chairpersons may not participate in deliberations concerning promotion or tenure of faculty from their departments. The most recent, available, former Promotion and Tenure Subcommittee member should participate instead.
e. The Committee shall elect its own chairperson.

C. LONG-RANGE PLANNING COMMITTEE FOR ACADEMIC GOALS

1. Duties:
a. Studies and formulates the academic long-range goals of the College and proposes means of achieving them.
b. Monitors the policies of the Admissions Office and the Financial Aid Office.

2. Composition:
a. Dean of Faculty.
b. Three members of the faculty, appointed by the President on the recommendation of the Faculty Personnel Policies Committee, for three-year terms (the entire committee to be appointed and replaced at the same time).
c. Two students to be elected as follows:
The Academic Advisory Committees will gather in divisional meetings. Each division will nominate two candidates. From a slate of six candidates (two per division) the two candidates with the highest vote total in the general election shall serve on the LRPC regardless of the division they represent.
d. The Faculty Personnel Policies Committee shall recommend to the President which member of the Committee shall serve as its chairperson.

3. Procedures:
a. The Committee shall prepare a five-year master plan, setting forth its views of the College's academic goals and the ways and means of achieving them. This master plan shall be revised by each subsequent Long-Range Planning Committee on the basis of its research and new developments.
b. It is expected that the Committee will bring into its discussions, for a comprehensive examination of various aspects of the College, appropriate personnel for extended periods of time, i.e. students, alumni, administrative officers and other faculty members.
c. The Committee shall present an annual report to faculty, students, and the Trustees' Committee on Long-Range Planning.

ARTICLE II

Academic Life

A. ACADEMIC ADVISORY COMMITTEES TO DEPARTMENTS AND INTERDISCIPLINARY PROGRAMS

1. Duties include advising departments and major committees on:
   a. Curriculum.
   b. Appointments.
   c. Departmental policies, procedures and activities.
   d. Academic honesty.
2. Composition:
   Three majors, elected at a meeting of all majors, who then select their own chairperson. It is the responsibility of the Dean of Faculty to maintain in the Dean's office an accurate list of the members of the committees. In the case of departments or programs not offering a major (e.g., Religion, and the College Scholar Program), three students shall be elected at a meeting of all students taking courses in these departments or participating in these programs.
3. Procedures:
   a. Departments and interdisciplinary committees must meet with their Advisory Committees before making any recommendations to the Faculty Personnel Policies Committee regarding appointments and before submitting any plans for change in the curriculum to the Academic Policies Committee.
   b. A meeting of the Department or Interdisciplinary Committee with its Advisory Committee shall take place at least twice a year.
   c. The student chairperson or department may call a meeting.

B. ACADEMIC POLICIES COMMITTEE

1. Duties:
   a. Formulates and discusses academic policies. (Recommendations about the basic structure of the academic calendar are under the jurisdiction of this committee. Minor changes will be determined by the administration, discussed by College Council, and approved by this committee.) In reviewing or proposing academic policies, the Committee shall consider the feasibility of allowing the Dean of Faculty some discretionary authority in interpreting these rules. The Dean of Faculty is required to inform the Committee regularly of interpretations of academic policy in specific cases.
   b. Evaluates curricular recommendations made by departments and interdisciplinary committees.
   c. Advises the President on the distribution of faculty within the College.
   d. Establishes methods for regular student evaluation of courses.
   e. Clarifies the intent of academic policies and rules at the request of the Academic Appeals Board.
2. Composition:
   a. Six faculty members (two from each division). Faculty candidates for staggered two-year terms shall be nominated by each division and elected by the entire faculty (ordinarily there will be three vacancies).
   b. Three students to be elected as follows:
      The Academic Advisory Committee will gather in divisional meetings. Each division will nominate three candidates. These candidates are to be Academic Advisory Committee members nominated by their respective divisions. From a slate of nine candidates (three from each division), the candidates with the highest vote total in each division in the general election (with each full-time student voting for one candidate in each division) shall serve on the APC.
   c. The Dean of Faculty.
   d. The Committee shall elect its own chairperson.
3. Procedures:
   a. Recommendations for curricular changes by departments or interdisciplinary committees must be submitted to the Academic Policies Committee for evaluation. Automatic approval will be granted unless two-thirds of the membership of the Committee determines that the proposed changes have important consequences for the College's academic program. Such a decision places the matter on the agenda of the Academic Policies Committee for discussion and action.
   b. The Academic Policies Committee's decisions are recommendations to the faculty, to be considered by the faculty meeting (except for those curricular changes to which the Committee has given automatic approval).

ACADEMIC APPEALS BOARD

1. Duties:
   a. Rules on cases in which students appeal the Dean of Faculty's interpretation of faculty rules or in cases in which faculty rules are unclear.
   b. Considers and acts on cases and appeals of academic suspension and dismissal.
   c. In extraordinary cases, the Academic Appeals Board can grant exceptions to faculty rules, but only by unanimous vote of all three members. The Board must report a summary of its actions to the faculty once each term. This summary should include the rationale behind the Board's decisions in each specific case. These decisions may be appealed to the faculty at the initiative of the student.
   d. Reports in detail to the Academic Policies Committee at least once per term.
   e. Hears appeals from students regarding an instructor's judgment and/or penalty in cases of alleged violation of College policy on academic honesty.
2. Composition:
   a. Three faculty members, appointed by the President, on the recommendation of the Faculty Personnel Policies Committee. The Faculty Personnel Policies Committee also recommends which committee member shall serve as chairperson. Members are appointed to one-year terms.
   b. The Dean of Faculty and the Registrar as non-voting members. The Registrar serves as secretary of the Committee.

c. The Dean of Students, who shall meet with the Board when it hears or judges cases and appeals of academic suspension and dismissal.
d. Three voting student members selected by Student Government to serve on an annual basis only in cases of appeals of alleged violations of College policy on academic honesty.

3. Procedures:
a. Students must present their appeals in writing with supporting evidence to the Secretary of the Board. Students have the right to make a personal appearance before the Board. If they wish to exercise this right, they must state this in their written appeal. The personal appearance is not for the purpose of bringing in new evidence or arguments, but can only be used to clarify points made in the written appeal.
b. The Board shall give a written reply to students, informing them of the grounds for its decision.
c. The Secretary of the Board shall receive appeals, distribute copies of the documents to committee members, keep all records, and handle all correspondence for the Board.
d. (1) When a student thinks that an instructor's judgment and/or penalty in a case of an alleged violation of College policy on academic honesty is inappropriate, the student may submit a written appeal to the Academic Appeals Board outlining the reasons for considering the instructor's ruling unjust.
(2) The Academic Appeals Board, augmented by three voting members selected by Student Government to serve on an annual basis, will arrange a meeting with the student, instructor, Dean of Students and departmental Academic Advisory Committee. After hearing all available evidence in the case, the augmented Academic Appeals Board will deliberate among themselves as to the validity of the instructor's judgment of guilt and penalty. If it is the opinion of at least four of the members of the board that the instructor's judgment of infraction of the rules was incorrect or the penalty imposed was inappropriate, the penalty will be changed in accordance with the Board's instructions.

ARTICLE III

Student Life

A. COLLEGE LIFE ADVISORY BOARD

1. Duties:
a. Considers and recommends policies and programs on health, food, housing, counseling services, career planning, campus activities, athletic programs, and athletic and recreational facilities.
b. Mediates and suggests courses of action when problems arise with the STENTOR and, when necessary, makes recommendations to the President of the College before a controversy can harmfully affect the College community or the on-going success of the publication. Such recommendations are not subject to the veto power referred to in III.A.3.b.

2. Composition:
a. The Vice President of Student Government.

b. Four students (three elected by the student body at large, one appointed by the Executive Committee).
c. Two faculty members appointed by the Faculty Personnel Policies Committee.
d. The Dean of Students.
e. The Director of Campus Activities.

3. Procedures:
a. The committee shall elect one of its student members as chairperson.
b. Recommendations of the College Life Advisory Board are subject to veto by a two-thirds vote of the General Assembly.
c. All recommendations of the committee are in the form of recommendations to the President.

B. CAMPUS PROGRAM BOARD

1. Duties
Responsible for planning and coordinating campus programs and the campus calendar, appointing the Homecoming and RA chairpersons, and cooperating with the organizers of special events.

2. Composition:
a. Campus Entertainment Committee chairperson.
b. Film Group chairperson.
c. Speaker/Lecture/Fine Arts Board chairperson.
d. A member of the Executive Committee, appointed by the Executive Committee.
e. One faculty member appointed by the FPPC.
f. The Director of Campus Activities.

3. Procedures:
a. The committee shall elect one of its members as chairperson.
b. The committee shall report to the Executive Committee of Student Government.

ARTICLE IV

Student Government

A. Student Government will have at least the two following governing bodies: a General Assembly and an Executive Committee. Should a situation arise when the College Council determines that no student government exists, the College Council shall assume responsibility for the duties of student government until a Student Government is formed through elections.

1. GENERAL ASSEMBLY

a. Duties:
(1) Meets at least once a month and reviews the decisions of the College Life Advisory Board and the Executive Committee. The Assembly shall have the right to veto such decisions by a majority vote of its total membership.
(2) The Assembly shall elect three of its members to serve on the Executive Committee.

b. Composition:
(1) The delegates, who shall be elected on a representative basis from student constituents.

(2) The Dean of Students (or a representative from that office), who shall be an observer.

2. EXECUTIVE COMMITTEE
   a. Duties:
      (1) Administers the affairs of Student Government.
      (2) Allocates the student budget.
      (3) Recommends students to the President of the College to serve on the Conduct Board, Committee on Dispositions and trustee committees.
      (4) Makes student appointments.
   b. Composition:
      (1) The President, Vice-President and Treasurer of Student Government.
      (2) Three representatives from the General Assembly.
      (3) One student appointed by the Student Government President.
      (4) The Director of Campus Activities (ex officio).

ARTICLE V

Communication

A. All minutes of standing committees shall be distributed to:
   1. All faculty members.
   2. The President, Dean of Faculty, Dean of Students, Assistant to the President, Associate Dean of Faculty, Director of Admissions.
   3. All Head Residents for posting.
   4. The Library reserve section and the College archives.
   5. The Student Government officers.
   6. The Campus Activities Office for posting.
   7. All members of the committee which issues the minutes.
   8. Chairpersons of all governance committees.

B. Each governance committee chairperson is responsible for:
   1. Designating a secretary, with the exception of the Academic Appeals Board.
   2. Preparing the agenda for meetings.
   3. Insuring the prompt distribution of minutes.
   4. Calling meetings and notifying members.
   5. Insuring that minutes are complete and prepared in the proper format.
   6. Reporting to the faculty and Student Government in the fall and spring.

C. Dissemination:
   1. The Librarian shall keep complete files of all committee minutes.
   2. The Director of Campus Activities shall post the minutes and reports of all committees in Commons.
   3. The Office of the President shall maintain an up-to-date "record" copy of the Governance system.
   4. Any communication problem within the Governance system should be brought to the attention of the College Council for resolution.
   5. The student newspaper shall announce, when requested, and, when necessary, at the expense of the College:
      a. Committee and Student Government meetings, agenda, reports, and decisions.

      b. Campus events.
      c. Statements by the President and other administrative officials.

D. Reporting:
   1. All committees and administrative officers (i.e., the President, the Deans, the Directors of Admissions, Financial Aid, Development, and the Library) shall report to the Faculty and students on their agenda and progress for the year early in the fall and spring terms.
   2. Student members of Governance committees shall report to the General Assembly of Student Government on their committee work in the fall and spring terms.
   3. Additional reports from committees may be requested for the faculty by the President of the College, or for students by the President of Student Government.

E. Registration:
   1. All student organizations that identify themselves as Lake Forest College groups must register with the Director of Campus Activities.

ARTICLE VI

General Procedures

A. Governance Committee Nomination and Election Details
   1. Number of votes per voter on nomination ballots:
      Voting faculty will be allowed to vote for up to ten percent (rounded up to the nearest integer) of the total number of candidates on the nominating ballot. On nominating ballots of 30 or fewer candidates, voters will be allowed to vote for up to three candidates.
   2. Eligibility for service on governance committee:
      All voting faculty, expected to be on campus in the year following the election, are eligible for nomination and election to governance committees.
   3. Number of candidates to appear on election ballot:
      a. If one position is to be filled, the election ballot will contain the names of the three individuals receiving the highest number of votes from the nominating ballot.
      b. If more than one position is to be filled, the number of candidates to be placed on the election ballot will be equal to twice the number of positions to be filled. Voters will be allowed as many votes as there are positions to be filled.
   4. Elections to fill long and short term positions:
      The individual receiving the highest number of votes will fill the long-term position. The individual receiving the second highest number of votes will fill the short-term (replacement) position.
   5. Person(s) elected but unable to serve:
      The runner-up will serve for one year in the event that the individual elected cannot serve. If the runner-up is subsequently elected to another committee, a new election will be held.
   6. Election to the College Council, the Faculty Personnel Policies Committee or the Academic Policies Committee shall make a faculty member ineligible for election to another of these committees (except as modified by I.B.2.C).

7. A faculty member on half-year leave is ineligible for service on a committee for the year of the leave.
8. Voting eligibility: those persons with voting privileges as defined in the Faculty Handbook are eligible to vote in Governance elections and run for Governance positions.

B. Elections:

1. Faculty elections shall take place, in order, as follows:
   a. Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee:
   No later than the second week of spring term the Dean of Faculty shall circulate to the faculty a list of the faculty members eligible for election to the Promotion and Tenure Subcommittee. Nomination and election will be held by secret ballot, according to the procedures in VI.A. Each faculty member shall vote on nominating and election ballots.
   b. Academic Policies Committee:
   No later than the fourth week of spring term, the Dean of Faculty shall circulate to the faculty, by division, a list of the faculty members, in the same division, eligible for election to the Academic Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI, A. Faculty members in each division will nominate representatives for their own division. Each faculty member shall vote for representatives for each division.
   c. The College Council:
   No later than the sixth week of spring term, the Dean of Faculty shall circulate to the faculty, in the division in which the three-year term vacancy occurs, a list of the faculty members, in that same division, eligible for election to the College Council. Nominations and elections will be by secret ballot and will follow the procedures in VI.A. Representatives for each division will be nominated and elected by members of that division.
   Following the divisional elections, an at large member shall be nominated and elected, by secret ballot, according to the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
   d. The Remaining Members of the Faculty Personnel Policies Committee:
   No later than the eighth week of spring term, the Dean of Faculty shall circulate to the eligible faculty (see I.B.2.b.(2)) a list of the faculty members eligible for election to the Faculty Personnel Policies Committee. Nomination and election will be by secret ballot and will follow the procedures in VI.A. Each member of the entire faculty shall vote on nominating and election ballots.
2. Procedures for Student Elections:
   a. No later than the end of the eleventh week in the fall term, all nominations by petition for President, Vice-President and Treasurer of Student Government must be presented to the Dean of Students, who shall then prepare the ballot. Elections for positions in Student Government must be held no later than the fourteenth week of the fall term.

   b. No later than the fourth week in the spring term, the Dean of Faculty shall arrange meetings of all departments and interdisciplinary majors for the purpose of selecting the Academic Advisory Committees.
   c. No later than the fifth week in the spring term, the Dean of Faculty shall arrange a meeting of the Academic Advisory Committees to nominate student candidates to the Academic Policies Committee and the Long Range Planning Committee for Academic Goals.
   d. All nominations by petition for the student vacancies on the College Life Advisory Board and the College Council must be submitted to the Dean of Students no later than the seventh week of the spring term.
   e. No later than the ninth week of the spring term, the Dean of Students (with the assistance of the Dean of Faculty) shall prepare the ballot and conduct an all-student election for the following positions:
      (1) Three students to the College Council.
      (2) Three students to the Academic Policies Committee.
      (3) Three students to the College Life Advisory Board.
      (4) Two students to the Long Range Planning Committee for Academic Goals.
   f. No later than the second week of the fall term, the Dean of Students (with the assistance of the Student Government officers) shall arrange for elections to be held for delegates to the General Assembly of the Student Government.
   g. Nomination or appointment to the College Council, Academic Policies Committee, the College Life Advisory Board, or the Long Range Planning Committee shall make a student ineligible for nomination or appointment to another of these committees.
   h. All nomination petitions for Student Government President, Vice President, Treasurer, College Council, and College Life Advisory Board must consist of at least 50 full-time student signatures.
   i. Terms of office
      (1) The President, Vice-President, and Treasurer of Student Government elected no later than the last day of November shall take office no later than the last day of the fall term.
      (2) The two weeks following the Student Government elections shall serve as a transitional period at the end of which the new Student Government Officers shall assume their duties.
      (3) Delegates to the General Assembly, and members of the College Council, Academic Policies Committee, and College Life Advisory Board shall serve from the start of the academic year until Commencement. These students are eligible for re-election or re-appointment.
      (4) The Student Government President and Vice-President shall serve as ex officio members of the College Council and CLAB consistent with their elected terms of office.
      (5) The Academic Advisory Committees shall serve from the time of their election in the spring term until the following year's election.
   j. Voting eligibility:
      (1) Each full-time student may cast one vote for each position on the ballot.

(2) Only full-time students are eligible to run for governance positions.
(3) Full-time students include last-term seniors taking the minimum courses necessary to fulfill graduation requirements.

3. For the purpose of divisional representation on committees, the departments are divided as follows (Academic Advisory Committees for interdisciplinary majors may choose which division they wish to join):

I	II	III
English	Economics	Biology
Fine Arts	Education	Chemistry
Foreign Languages	Politics	Mathematics
Music	History	Physics
Philosophy	Sociology & Anthropology	Psychology
Religion		

C. Vacancies:
1. If the College Council determines that there is a vacancy of an elected position on any committee of College Governance it shall ensure that the vacancy is filled (within two weeks time) as follows:
a. All elective faculty vacancies of College Governance Committees during the terms of office will be filled by the procedures in VI.A. (See especially VI.A.5.)
b. Should a vacancy occur in an elected student position on the College Council, or the College Life Advisory Board, the Student Government Executive Committee shall be responsible for appointing a replacement no later than two weeks after the vacancy occurs.
c. Should a vacancy occur in a student position on the Academic Policies Committee, the Dean of the Faculty will conduct an election among the student members of the Academic Advisory Committees of the division in which the vacancy has occurred to determine the replacement.
d. Should a student vacancy occur on the Long Range Planning Committee for Academic Goals, the Dean of Faculty will conduct an election among the student members of the Advisory Committees of all three divisions to determine a successor.
2. If the College Council determines that there is a vacancy of an appointed position on any committee of College Governance, it shall ask the FPPC or the Executive Committee of Student Government to recommend respective faculty or student appointees.

D. If a change in a committee member's status may alter the basis of representation or legitimacy of that member's participation, the College Council shall determine what action, if any, is to be taken.

E. Subcommittees:
1. A committee may appoint a task-oriented subcommittee to study special problems and to bring information and policy options to the appointing committee.

2. A subcommittee (except for the Promotion and Tenure Subcommittee of the Faculty Personnel Policies Committee) shall exist no longer than the time required to accomplish its task.

F. Every faculty and joint faculty-student committee elected or appointed shall serve the entire year.

G. The Dean of Students Office is responsible for conducting all student elections, except the elections to the Academic Advisory Committees.

H. The Dean of Faculty is responsible for conducting all student elections to the Academic Advisory Committees.

I. The President is ex officio a member of all committees.

ARTICLE VII

Ratification and Amendment Procedures

A. Ratification:
1. This College Governance plan shall go into effect upon ratification by a two-thirds vote of all faculty members and full-time students participating in separate ratification elections.
2. Students shall vote by secret ballot during a two-day period. Balloting shall be under the supervision of the Dean of Students.
3. The faculty shall vote according to its rules at a faculty meeting held after the close of the polls of the student election.
4. The Dean of Students shall announce the result of the faculty and student vote simultaneously.

B. Amendments:
1. The College Council is empowered to make minor modifications in this College Governance plan by unanimous vote to assure the better implementation of the spirit of this document. In no case shall a change become effective until three weeks after public announcement of the proposed change. If ten percent of the student body or faculty by petition maintain that the modification is not minor or not in the spirit of the document, such modification cannot go into effect.
2. Amendments can be proposed by the College Council by a vote of no fewer than eight of its members.
3. Amendments can also be proposed by petition signed by one-third of the faculty or student body. Such petitions must be submitted to the College Council, which shall initiate a ratification referendum.
4. Amendments shall be deemed ratified if they receive the vote of two-thirds of the faculty voting on the amendment and two-thirds of the full-time students voting on the amendment.

Produced by the Dean of Students Office, with special thanks to Sue Kemar, Julie Massey and Adriana Bonewitz.

ATHLETIC COMPLEX HOURS
STUDENTS, FACULTY, STAFF

	Gymnasium	Swimming	Handball & Squash	Weight Room	Sauna	Ice Rink
Monday	7:00 am—10:00 pm	11:00 am—1:00 pm 8:00 pm—10:00 pm	1:00 pm—10:00 pm	12 noon—10:00 pm	7:00 am—10:00 pm	10:30 am 12:30 pm—Free Skate 12:30 pm 1:45 pm—Free Play Hockey
Tuesday	7:00 am—10:00 pm	11:00 am—1:00 pm No Evening Hours	1:00 pm—6:00 pm	12 noon—10:00 pm	7:00 am—10:00 pm	10:30 am 12:30 pm—Free Skate 12:30 pm 1:45 pm—Free Play Hockey
Wednesday	7:00 am—10:00 pm	11:00 am—1:00 pm 8:00 pm—10:00 pm	1:00 pm—10:00 pm	12 noon—10:00 pm	7:00 am—10:00 pm	10:30 am 12:30 pm—Free Skate 12:30 pm 1:45 pm—Free Play Hockey
Thursday	7:00 am—10:00 pm	11:00 am—1:00 pm 8:00 pm—10:00 pm	1:00 pm—6:00 pm	12 noon—10:00 pm	7:00 am—10:00 pm	10:30 am 12:30 pm—Free Skate 12:30 pm 1:45 pm—Free Play Hockey
Friday	7:00 am—9:00 pm	12:00 pm—1:00 pm 8:00 pm—9:00 pm	1:00 pm—9:00 pm	12 noon—9:00 pm	7:00 pm—9:00 pm	No Ice Time Available
Saturday	9:00 am—5:00 pm	1:00 pm—5:00 pm	1:00 pm—5:00 pm	12 noon—5:00 pm	9:00 am—5:00 pm	No Ice Time Available
Sunday	9:00 am—5:00 pm	1:00 pm—5:00 pm	1:00 pm—5:00 pm	12 noon—5:00 pm	9:00 am—5:00 pm	1:00 pm 2:30 pm—Students, Faculty, Staff

There will be exceptions to these hours relating to varsity practices, intramurals, special events, and physical education classes.

Any court times not reserved by PRIME TIME or NORTH SHORE LEAGUE by 11:00 am Monday - Friday or 8:00 am Saturday and Sunday are available to students, faculty and staff.

EMERGENCY NUMBERS

Campus Security ..... 234-3100 Ext. 300
Police 234-2131
Ambulance..... 234-2121
Counseling Center ... 234-3100 Ext. 361
Fire 234-2121
L. F. Hospital 234-5600
Health Center..... 234-3100 Ext. 502

CAFETERIA HOURS

Monday-Friday	Breakfast:	7:30 a.m. - 9:00 a.m.
	Lunch:	11:00 a.m. - 1:30 p.m.
	Dinner:	5:00 p.m. - 6:30 p.m.
Saturday	Breakfast:	8:00 a.m. - 9:00 a.m.
	Lunch:	11:30 a.m. - 1:00 p.m.
	Dinner:	5:00 p.m. - 6:00 p.m.
Sunday Continental	Breakfast:	9:00 a.m. - 11:00 a.m.
	Brunch:	11:00 a.m. - 2:00 p.m.

SNACK BAR HOURS

Monday-Friday..... 8:30 a.m.-11:00 p.m.
Saturday..... 5:00 p.m.-12:00 a.m.
Sunday..... 5:00 p.m.-12:00 a.m.